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Transportation

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Transportation Commission

MEETING OF THE

EXECUTIVE/ADMINISTRATION COMMITTEE

Thursday, November 7, 2013
9:00 a.m. – 10:00 a.m.

SCAG Main Office
818 W. 7th Street, 12th Floor
Board Room
Los Angeles, CA 90017
(213) 236-1800

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Lillian Harris-Neal at (213) 236-1858 or via email harris-neal@scag.ca.gov

Agendas & Minutes for the Executive/Administration Committee are also available at: www.scag.ca.gov/committees/eac.htm

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Executive/Administration Committee
Members – November 2013

Members

Representing

Chair	1. Hon. Greg Pettis	<i>Cathedral City</i>	District 2
Vice-Chair	2. Hon. Carl Morehouse	<i>San Buenaventura</i>	District 47
2nd Vice-Chair	3. Hon. Cheryl Viegas-Walker	<i>El Centro</i>	District 1
Imm. Past Pres.	4. Hon. Glen Becerra	<i>Simi Valley</i>	District 46
	5. Hon. Margaret E. Finlay	<i>Duarte</i>	District 35
	6. Hon. Bill Jahn	<i>Big Bear Lake</i>	District
	7. Hon. James Johnson	<i>Long Beach</i>	District 30
	8. Hon. Lisa Bartlett	<i>Dana Point</i>	TCA
	9. Hon. Keith Millhouse	<i>Moorpark</i>	VCTC
	10. Hon. Alan Wapner	<i>Ontario</i>	SANBAG
	11. Hon. Pam O'Connor	<i>Santa Monica</i>	District 41
	12. Hon. Kris Murray	<i>Anaheim</i>	District 19
	13. Hon. Andrew Masiel, Sr.	<i>Pechanga Band of Luiseño Indians</i>	Tribal Government Representative
	14. Mr. Randall Lewis	<i>Lewis Group of Companies</i>	Ex-Officio
	15. Hon. Michele Martinez	<i>Santa Ana</i>	District 16
	16. Hon. Tom LaBonge	<i>Los Angeles</i>	District 51
	17. Hon. Gary Ovitt		San Bernardino County

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EXECUTIVE/ADMINISTRATION COMMITTEE

AGENDA

NOVEMBER 7, 2013

The Executive/Administration Committee may consider and act upon any of the items listed on the agenda regardless of whether they are listed as information or action items.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

(Hon. Greg Pettis, Chair)

PUBLIC COMMENT PERIOD – Members of the public desiring to speak on items on the agenda, or items not on the agenda, but within the purview of the Committee, must fill out and present a Public Comment Card to the Assistant prior to speaking. Comments will be limited to three (3) minutes per speaker provided that the Chair has the discretion to reduce this time limit based upon the number of speakers. The Chair may limit the total time for all public comments to twenty (20) minutes.

REVIEW AND PRIORITIZE AGENDA ITEMS

Page No.

EXECUTIVE DIRECTOR'S REPORT

(Hasan Ikhata, Executive Director)

- New SCAG Website Update
- Sacramento and Washington DC Update

PRESIDENT'S REPORT

- Presidents Council Update
- Labor Summit Update

ACTION/DISCUSSION ITEMS

1. Waiver of Fiscal Year (FY) 2013-14 Membership Dues for the City of San Bernardino
(Hasan Ikhata, Executive Director)

Attachment

1

Recommended Action: Approve the waiver of the City of San Bernardino's FY 2012-13 and 2013-14 membership dues amounting to \$36,399.

2. Regional Council District Evaluation Process and Recommendations
(Hon. Leroy Mills, District Evaluation Subcommittee Vice-Chair)

**To Be Distributed
Under Separate Cover**

Recommended Action: Review and approve recommendations by the District Evaluation Subcommittee.

EXECUTIVE/ADMINISTRATION COMMITTEE

AGENDA

NOVEMBER 7, 2013

ACTION/DISCUSSION ITEMS - continued

Page No.

- | | | |
|---|---|----|
| 3. <u>2013 SCAG Strategic Plan Update</u>
<i>(Hon. Gary Ovitt, Chair, Strategic Plan Working Group)</i> | Attachment | 3 |
|
Recommended Action: Approve changes to the 2009 SCAG Strategic Plan to be incorporated into the SCAG Policy Manual. | | |
| 4. <u>Amendment 2 of the Fiscal Year (FY) 2013-14 Overall Work Program (OWP)</u>
<i>(Basil Panas, Chief Financial Officer)</i> | Attachment | 18 |
|
Recommended Action: Adopt Resolution No. 13-554-1 approving Amendment 2 to the FY 2013-14 OWP and authorizing the Executive Director to submit the necessary administrative documentation to the California Department of Transportation (Caltrans). | | |
| 5. <u>University Partnership & Workforce Development</u>
<i>(Sharon A. Neely, Chief Deputy Executive Director)</i> | To Be Distributed
Under Separate Cover | |
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Recommended Action: Review/Discuss | | |
| 6. <u>SCAG Classification Salary Range Adjustments</u>
<i>(Debbie Dillon, Deputy Executive Director, Administration)</i> | Attachment | 23 |
|
Recommended Action: Pursuant to the SCAG Strategic Plan, Regional Council adopted Compensation Philosophy, CalPERS requirements and SCAG Bylaws, approve salary range adjustments for SCAG classifications. | | |
| 7. <u>SCAG's Compliance with SB 751 (Yee): Meetings: Publication of Action Taken</u>
<i>(Hasan Ikhata, Executive Director)</i> | Attachment | 30 |

Recommended Action: Review and Comment.

CONSENT CALENDAR

Approval Items

- | | | |
|--|------------|----|
| 8. <u>Minutes of the October 3, 2013 Meeting</u> | Attachment | 35 |
| 9. <u>Contracts \$200,000 or Greater: Contract No. 13-038-C1 and C2, Enterprise Records Management project</u> | Attachment | 40 |

EXECUTIVE/ADMINISTRATION COMMITTEE

AGENDA

NOVEMBER 7, 2013

Receive & File

Page No.

- | | To Be Distributed at
the Meeting | |
|---|-------------------------------------|----|
| 10. <u>November 2013 State and Federal Legislative Update</u> | | |
| 11. <u>Purchase Orders \$5,000 but less than \$200,000; Contracts \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000</u> | Attachment | 45 |
| 12. <u>SCAG Comments on Proposed Federal Policy Guidance on Metropolitan Planning Organization (MPO) Representation of Transit Providers</u> | Attachment | 46 |
| 13. <u>Panel Discussion on Climate Change</u> | Attachment | 52 |
| 14. <u>AB 32 Scoping Plan First Update - Discussion Draft for Public Review and Comment</u> | Attachment | 54 |

CFO MONTHLY FINANCIAL REPORT (Basil Panas, Chief Financial Officer)

Attachment 67

FUTURE AGENDA ITEM(S)

ANNOUNCEMENTS

ADJOURNMENT

The Executive/Administrative Committee (EAC) meeting for December is cancelled.

The Fourth Annual Economic Summit is scheduled for Thursday, December 5, 2013, 9:00 a.m., at the Omni Los Angeles Hotel at California Plaza, 251 S Olive Street, Los Angeles, CA 90012. The Committee is encouraged to attend.

The next meeting of the EAC is scheduled for Thursday, January 2, 2014, at the SCAG Los Angeles Office.

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DATE: November 7, 2013

TO: Executive /Administration Committee (EAC)
Regional Council (RC)

FROM: Hasan Ikhata, Executive Director, ikhata@scag.ca.gov, 213-236-1944

SUBJECT: Waiver of Fiscal Year (FY) 2012-13 and 2013-14 Membership Dues for the City of San Bernardino

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve the waiver of the City of San Bernardino's FY 2012-13 and 2013-14 membership dues amounting to \$36,399.

EXECUTIVE SUMMARY:

SCAG's assessments on the City of San Bernardino for membership dues amount to \$17,396 for FY2012-13 and \$19,036 for FY 2013-14. The City has not paid due to filing for bankruptcy. This action would waive the City of San Bernardino's FY 2012-13 and FY2013-14 dues.

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan Goal 3: Enhance the Agency's Long Term Financial Stability and Fiscal Management.

BACKGROUND:

On August 1, 2012, the City of San Bernardino filed for protection under Chapter 9 of the US Bankruptcy Code. The City requested that SCAG consider deferring payment of its FY 2012-13 dues, amounting to \$17,396, for one (1) year and on November 1, 2012, the Regional Council approved a one year deferral. The City was assessed another \$19,003 in FY 2013-14 dues when the General Assembly approved the FY 2013-14 Membership Dues Assessment on May 2, 2013. The City is not able to pay either assessment due to its bankruptcy filing.

SCAG's Bylaws provide that the "Regional Council, for not more than one (1) year at a time, may defer, waive, or reduce payment of the annual dues. In taking any of the actions above, the Regional Council shall adjust the General Fund Budget to provide a balanced General Fund Budget reflecting any of the above actions. Any action of the Regional Council deferring, waiving, or reducing the payment of the annual dues shall be reported at the following General Assembly meeting." (See SCAG Bylaws, Article VIII, Section C regarding "Yearly Membership Assessment").

The City of San Bernardino has been a long standing member of SCAG since 1965, with its Mayor Pat Morris particularly supportive and engaged in many of the agency's planning efforts. In recognition of this and in order to allow the City to continue to participate with full membership benefits while it addresses its financial situation, staff recommends that the Regional Council waive the City's FY 2012-13 dues of \$17,396 and its FY 2013-14 membership dues of \$19,003.

REPORT

FISCAL IMPACT:

General Fund actual revenues in FY 2012-13 already reflect the reduction of \$17,396. General Fund revenues in FY 2013-14 would be reduced by \$19,003 as well as General Fund expenditures in the Contingency Account (10001-55980). The General Fund would remain balanced in FY 2013-14.

ATTACHMENT:

None

DATE: November 7, 2013

TO: Executive and Administration Committee (EAC)
Regional Council (RC)

FROM: Hon. Gary Ovitt, Chair, Strategic Plan Working Group

SUBJECT: 2013 Update to the SCAG Strategic Plan

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve changes to the 2009 SCAG Strategic Plan (Plan) to be incorporated into the SCAG Regional Council Policy Manual.

EXECUTIVE SUMMARY:

The SCAG Strategic Plan was adopted by the Regional Council and the General Assembly in 2009. A Strategic Plan Working Group (SPWG) consisting of the four most Immediate Past SCAG Presidents were appointed by current President Pettis in June 2013 to review staff recommended updates to the Plan and to highlight the significant accomplishments during the life of the Plan. The SPWG reviewed staff recommendations; provided input; and presented the draft update of the Plan to the President's Council on October 1, 2013 for review and input. The President's Council approved the draft changes at their October 1, 2013 meeting for EAC and RC's review and approval at the November 7, 2013 meeting.

STRATEGIC PLAN:

Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies; Objective 1: Create and facilitate a collaborative and cooperative environment to produce forward thinking regional plans.

BACKGROUND:

In 2006-2007, during my SCAG Presidency, I initiated moving SCAG in a new direction with my "Force for Change" effort. The "Force for Change" effort culminated with a change in the executive leadership of the organization with the appointment of a new Executive Director Hasan Ikhrata in January 2008. Past President, Richard Dixon, who served as President in 2007-2008, worked with the Executive Director in early 2008 to initiate an agency wide strategic planning process to produce a multi-year Strategic Plan. This effort was led by then Second Vice President, Jon Edney, and was an inclusive process that challenged and engaged staff from all levels of the organization including the insights and participation of numerous Regional Council Members. In all, 41 staff members and 16 Regional Council Members were directly involved in the development of SCAG's 2009 Strategic Plan. The Plan was adopted by the Regional Council and the General Assembly in 2009.

The 2009 Plan laid the foundation and has been the guide for the many agency accomplishments over the last four years. In early 2013, then President Glen Becerra recognized the need to update the Plan to recognize work completed and update the objectives and strategies moving forward. President Greg Pettis followed through by appointing Past SCAG Presidents Larry McCallon, Pam O'Connor and Glen Becerra to the Strategic Plan Working Group, for which I served as Chair. Staff provided draft recommendations for

REPORT

the SPWG's consideration. The SPWG met as needed to review and refine the draft staff recommendations. In particular the SPWG recommended that the Legislative and Communications Committee pursue legislative changes to the Ralph M. Brown Act to recognize advances in technology to allow for conducting public meetings by video conference without the need for a roll call vote. This concept is reflected in Goal #4 – Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communications Technologies, Objective d., Integrate advanced information and communication technologies, Strategy 2 by emphasizing the pursuit of video conferencing capability for all Policy Committees. Additionally, the SPWG emphasized changes in Goal #5, Objective e., Invest in Employees, to reflect the goal of having a comprehensive employee wellness program and a sustainable employee benefits and compensation program that recruits and retains a highly talented staff.

The proposed 2013 update to the SCAG Strategic Plan (Attachment 1) is being presented to the Executive/Administration Committee and Regional Council for review and approval. Once approved, SCAG staff will incorporate the update into the Regional Council Policy Manual. Also attached to this report is a summary of SCAG accomplishments by Strategic Plan Goal area for the time period of 2008 – 2013.

FISCAL IMPACT:

All new Objectives and Strategies that require fiscal resources will be amended into the SCAG Overall Work Program and budget as appropriate.

ATTACHMENTS:

- 1) Proposed 2013 Update to the SCAG Strategic Plan
- 2) Agency Accomplishments by Strategic Plan Goal 2008-2013

PROPOSED 2013 UPDATE OF THE SCAG STRATEGIC PLAN

The Executive Director is authorized to administratively modify or update SCAG's Strategic Plan, as appropriate to reflect Regional Council actions implementing the Strategic Plan; ~~necessary; provided, however, that any modifications that have strategic policy implications for SCAG must first be approved by the Regional Council.~~

GOAL #1

Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies

Objectives	Strategies
a. Create and facilitate a collaborative and cooperative environment to produce forward thinking regional plans	<ol style="list-style-type: none"> 1. Produce <u>innovative</u> high quality planning documents and reports which are approved by the Regional Council and which constitute the basis for regional policy leadership <u>in all areas supporting SCAG's mission</u>. 2. Build-Maintain and continuously enhance a strong communications network, effectively utilizing state-of-the-art technology and promoting information sharing. 3. Establish initiatives which bolster the ability and skills of the Regional Council and SCAG staff to understand, articulate and utilize emerging ideas, policies and trends. 4. Maintain transparency in all aspects of Agency's regional planning work. 5. Conduct public participation outreach to general public, stakeholders and other interested parties regarding agency programs and initiatives, and to meet federal and state statutory requirements. 6. <u>Develop innovative tools and electronic media to further promote public participation in SCAG planning process.</u>
b. Develop external communications and media strategy to promote partnerships, build consensus and foster inclusiveness in the decision making process	<ol style="list-style-type: none"> 1. Continue to Develop-enhance a comprehensive procedure for coordinating and disseminating information to external audiences and agency stakeholders. 2. Ensure that all agency stakeholders can clearly articulate SCAG's purpose, role and responsibilities. 3. -Continually aAssess effectiveness of communications strategies and tactics annually. 4. Establish and<u>Continue to</u> support a cadre of subject matter experts, including elected officials and SCAG staff, who will serve as spokespersons for <u>regional issues related to</u> transportation, housing, <u>economy, demography, sustainability</u> and environmental subjects.
c. Provide practical solutions for moving new ideas forward	<ol style="list-style-type: none"> 1. Staff will provide objective implementation options to fully assess pros and cons of policy implementation. 2. Seek input from stakeholders and experts during the formulation and development of planning documents and reports. 3. <u>Seek and promote additional strategic partnerships to implement regional plans and advocate for identified regional policy objectives.</u>

GOAL #2

Obtain Regional Transportation Infrastructure and Sustainability Funding and Promote Legislative Solutions for Regional Planning Priorities

Objectives	Strategies
a. Identify new infrastructure funding opportunities with state, federal and private partners	<ol style="list-style-type: none">1. Develop, monitor or support state legislation that promotes increased investment in transportation <u>and sustainability</u> programs in Southern California.2. Work with <u>public and private</u> stakeholders to seek increased investment in transportation <u>and sustainability</u> programs.3. Develop, monitor or support federal legislation that promotes increased investment in transportation <u>and sustainability</u> programs in Southern California.4. Work with stakeholders to secure increased federal participation in unfunded programs.5. Work with DOT and Congressional members to support proposed funding initiatives.
b. Identify and support legislative initiatives	<ol style="list-style-type: none">1. Work with Legislators and other affected stakeholders to support legislative initiatives.
c. Maximize use of existing funding by working with state and federal regulators to streamline project delivery requirements	<ol style="list-style-type: none">1. Document examples of project delivery delays and related costs impacts applied to implementation of RTP.2. Work with Federal DOT on potential ideas for further delegating authority for better and more flexible planning practices.3. Working with other impacted agencies, seek potential legislative clarification to maximize available funding by providing more delegated authority in the project delivery approval process.

GOAL #3

Enhance the Agency's Long Term Financial Stability and Fiscal Management

Objectives	Strategies
a. Maximize available resources and funds to the fullest extent possible	<ol style="list-style-type: none">1. Identify new funding opportunities.2. Improve the flexibility of using Consolidated Planning Grant (CPG) funds.
b. Maintain adequate working capital to support Planning and Operations in accordance with SCAG's Investment Policy guidelines	<ol style="list-style-type: none">1. Manage monthly cash requirements to minimize operating account balance and maximize funds available for investment.2. Increase agency reserves <u>to one year of operating expenses</u>.3. <u>Regularly monitor reserves and operating expenses</u>.
c. Implement agency-wide and user defined budget variance and financial performance reporting system	<ol style="list-style-type: none">1. Install new FMIS System<u>Monitor, maintain and improve FMIS system and reports</u>.2. Enhance agency wide budget development process.3. Update existing and implement new financial administrative procedures <u>as needed</u>.4. Develop<u>Provide and monitor</u> agency-wide budget variance reports.5. <u>Continue to i</u>ssue financial performance statistics.
d. Optimize Procurement Process	<ol style="list-style-type: none">1. Develop multi-year procurement plan.2. Develop procurement management plans.3. Ensure communication and training meets end user's needs.4. Develop<u>Enhance and monitor</u> procurement process performance measurement statistics.

GOAL #4

Develop, Maintain and Promote the Utilization of State of the Art Models, Information systems and Communication Technologies

Objectives	Strategies
a. Develop and maintain planning models that support regional planning	<ol style="list-style-type: none"> 1. Develop, maintain, and optimize <u>planning</u> models that <u>support SCAG's planning needs and</u> meet regulatory requirements. 2. Research and develop state of the art planning models to address current and emerging planning issues including climate change, land use and transportation interactions, <u>goods movement, active transportation,</u> micro-level transportation behaviors, etc. <u>in support of SCAG's mandated planning activities.</u> 3. Develop and maintain "Top of the Class" modeling capabilities at SCAG. <u>4. Support the development of sketch and scenario tools for regional and local deployment</u> <u>3. Support performance based planning approach with latest available data and tools.</u>
b. Develop, maintain and enhance data and information to support planning and decision making in a timely and effective manner	<ol style="list-style-type: none"> 1. Identify data/information needs internally as <u>internally as</u> well as for SCAG members <u>jurisdictions</u> and stakeholders. 2. Develop data/information policies on inventory, acquisition, quality, and information and cost sharing <u>in support of SCAG's planning activities.</u> 3. Use advanced technology to maintain process and integrate data, to improve data accessibility, utilization and visualization <u>to enhance SCAG's decision making and consensus building process.</u> 4. Develop data and information to support planning, modeling and assessment programs and initiatives. <u>5. Provide GIS/data and value added information services to member jurisdictions and stakeholders.</u>
c. Maintain a leadership role in the modeling and planning data/GIS communities	<ol style="list-style-type: none"> 1. <u>Develop and maintain "Top of the Class" modeling capabilities at SCAG.</u> <u>2. Be an active participant in setting national, state and regional modeling and planning data/GIS direction/and policy, and development of performance targets and monitoring.</u> <u>23. By enhancing technical capability, provide timely and quality service to SCAG members and the Southern California modeling and planning data/GIS community, including access to advanced modeling and data capabilities to support their analytical needs and enhance the linkage between local and regional planning.-</u> <u>34. Improve the Region's modeling practice by coordinating national, state, regional and local modeling and planning data/GIS programs.</u> <u>5. Provide a forum to promote information sharing, coordinate work plans, and to resolve regional technical modeling issues.</u>
d. Integrate advanced information and communication technologies	<ol style="list-style-type: none"> 1. Provide easy-to-use web systems and high-performance databases that increase efficiency and foster regional communication. 2. Equip-Utilize headquarters and regional offices <u>with state of the art</u> modern technology, including videoconferencing and webcasting, to improve governance and collaboration among SCAG staff and partners <u>by pursuing</u>

	<p><u>video conferencing capability for all Policy Committee Meetings-</u></p> <ol style="list-style-type: none">3. Provide highly effective program management, financial and human resources systems to generate actionable data for decision-makers and meet all funding and accounting requirements.4. Adopt green computing technologies that minimize environmental impacts.5. <u>Provide-Continuously enhance</u> communication systems that promote “anywhere computing” to reduce travel among staff, members, partners and consultants.6. Continuously evaluate system effectiveness and when warranted, adopt emerging technologies to enable improvement of SCAG planning, operations and management.7. <u>Expand social media communication strategies to promote SCAG adopted programs</u>
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GOAL #5

Optimize Organizational Efficiency and Cultivate an Engaged Workforce

Objectives	Strategies
a. Define the process by which the Strategic Plan is integrated into SCAG's day-to-day operations	<ol style="list-style-type: none"> 1. Create-Monitor annual business/operations plan following adoption of Strategic Plan. 2. Continue to Incorporate-incorporate Strategic Plan goals and objectives into Regional Council decision-making and communication processes. 3. Incorporate Performance Agreements throughout organization that link at all levels. 4. Actively monitor strategic plan implementation.
b. Identify and advocate methods to increase the free flow of information between staff, RC and Policy Committee Members	<ol style="list-style-type: none"> 1. Staff and RC/Policy Committee members will receive appropriate information, in a timely fashion, necessary to be effective in their roles. 2. Develop and implement and continuously monitor and improve a communication strategy between Management and Staff that facilitates trust and mutual respect. 3. Develop and implement a and continuously improve a communication strategy between RC/Policy Committee members and Staff that facilitates trust and mutual respect and fosters increased engagement in regional planning.
c. Identify and advocate informal methods to share information that improve team building, camaraderie and relationships	<ol style="list-style-type: none"> 1. Hold brown bag lunch presentations to periodically discuss regional issues and other related topics. 2. Continue to hH hold periodic staff events to increase informal communications and information sharing through extracurricular events. 3. Develop-Continue a "buddy system" for new employees. 4. Develop-Continue a mentor-coaching program for less experienced employees to support more formalized succession planning. 5. <u>Share the achievements of staff and promote successful programs to individuals and groups within and outside of the agency.</u>
d. Define the roles and responsibilities at all levels of the organization	<ol style="list-style-type: none"> 1. Conduct thorough study of current<u>Continuously monitor and clarify</u> roles and responsibilities of Departments, Divisions and staff, and related practices. 2. Identify areas to increase efficiency and foster collaboration and implement necessary changes <u>as needed</u>.
e. Invest in employees development process	<ol style="list-style-type: none"> 1. Continue to pP Provide tools, resources and support for effective employee development across the agency. 2. Train managers to actively<u>Actively</u> encourage <u>managers to engage in</u> external relations activities for presentations, articles, papers, etc. for <u>themselves and</u> staff. 3. <u>Maintain employee benefits and compensation at sustainable levels that also recruit and retain a highly talented staff</u> 4. <u>Implement a comprehensive Employee Wellness Program.</u>

<p>f. Enhance Project Management Practices</p>	<ol style="list-style-type: none"> 1. Document SCAG's standardized project management practices. 2. Provide all project managers with applicable <u>tools</u> training and skill development opportunities. 3. Improve project management practices as needed and communicate changes as they occur. 4. Improve progress reporting including percent complete calculations on a monthly basis.
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SCAG Key Strategic Plan Accomplishments 2008-2013

GOAL #1

Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies

- Unanimous approval of 2012 RTP/SCS with no legal challenges
- Increased SCAG membership by 25 from 169 in 2008 to 194 in 2013
- Increased attendance at General Assembly from 200 in 2008 to over 700 in 2013
- Increased sponsorship of General Assembly from \$5,000 in 2008 to \$223,900 in 2013
- Launched and expanded the GIS/Data Services to over 100 local jurisdictions and member agencies
- Completed 5th Cycle of Regional Housing Needs Assessment Allocation Plan with no legal challenges
- Provided \$12.5 Million in Compass Grants to member cities since 2008
- Initiated and continued development of the Southern California Job Recovery and Economic Strategy
- Developed Annual Economic Summit focused on Southern California's Economic Recovery
- Developed and Implemented New Strategic Plan 2009
- Established GLUE Council and other strategic partnerships with the business community, non-profit community and partner agencies to achieve consensus on Key plans
- Met Federal fiscal constraint requirements/approval by FHWA for 2008 RPT and 2012 RTP/SCS and identified in FHWA's best practices case studies for meeting fiscal constraint on long-range transportation planning
- Finalized Southern California's regional goods movement plan, ON THE MOVE, including nearly \$60B in freight transportation investments to ensure regional economic competitiveness

- Used Plan data and analyses as basis to formulate Southern California's response to the freight provisions outlined in Moving Ahead for Progress in the 21st Century (MAP-21)
- Created regular publications to more effectively communicate to RC and stakeholders (including Spotlight and Update e-newsletters Executive Director's Report)
- Held regular City Manager meetings around the region
- Successfully launched comprehensive Sustainability Program, including the continuation of Compass Blueprint along with new Green Region and Active Transportation components.
- Continued recognition of outstanding planning efforts in the region through the Annual Compass Blueprint Awards program.
- Continued to provide top quality technical assistance to member agencies through the Toolbox Tuesday's program.
- Established six subcommittees to provide direction for implementation of the 2012 RTP/SCS and development of the 2016 RTP/SCS
- Established an Active Transportation and Special Programs Department to reflect growing importance of active transportation in the region
- Established a SCAG region Transportation Commission CEO Sustainability Working group
- Federal agencies approve 2008, 2011 and 2013 FTIP
- Federal approval of Clean Air Act required transportation conformity determinations
- Processed 189 PM hot spot interagency review forms/analyses (required for project level conformity purposes) through the SCAG staffed monthly Transportation Conformity Working Group
- Developed the Regional Transportation Strategy and Control Measures component of the 2007 South Coast Air Quality Management Plan (AQMP), 2007 Ventura County AQMP, and 2012 South Coast AQMP.
- Provided to the South Coast AQMP and the Air Resources Board (ARB) the socio-economic growth forecast and travel activity data for developing the 2007 South Coast AQMP, 2007 Ventura County AQMP, and 2012 South Coast AQMP.

- Processed and received Federal approval for three transportation control measures (TCMs) substitutions at the request of project proponents.
- Worked with partner agencies resulting in early termination of highway sanctions in Imperial County.
- Compiled, reviewed and submitted to Caltrans the FHWA required annual CMAQ project obligation information for the six counties within the SCAG region.
- State and Federal agencies approve administrative modifications and amendments to the 2008 (54), 2011 (38) and 2013 (10) FTIP. 2008 figure includes (7) amendments for the American Recovery and Reinvestment Act projects.
- Completed the Pacific Electric Right-of-Way/West Santa Ana Branch Corridor Alternatives Analysis, which recommends improvements to the regional transit system to enhance travel between Los Angeles and Orange Counties, and paves the way for Metro to advance its Measure R projects into environmental and engineering phases of project developments.
- Four amendments to 2008 RTP approved unanimously and certified by the Federal DOT (2008-2011)
- Approved and certified first major amendment to 2012 RTP/SCS
- Successfully partnered with City of Los Angeles in completing their Transportation Strategic Plan (2010) and their Street Classification and Benchmarking Study (2010)
- Successfully completion of the Big Bear Modal Alternative Study in partnership with SANBAG and the City of Big Bear (2011)
- Successful completion of the I-405/I-210 Corridor System Management Plans and Template Study in conjunction with Caltrans (2011)
- Successful completion of the initial report of the Historic Arroyo Seco Parkway Corridor Partnership Plan in conjunction with Caltrans (2012)
- Successful completion of the La Cienega Boulevard Corridor (2010)
- Successful completion of the I-5 Corridor Economic Development Plan (2010)
- Completed Regional Plug-in Electric Vehicle Readiness Plan, in coordination with partners including sub-regions, member jurisdictions, utilities, and the private sector.

GOAL #2

Obtain Regional Transportation Infrastructure and Sustainability Funding and Promote Legislative Solutions for Regional Planning Priorities

- Successful implementation of TDA bill AB 1403 – increasing regional transportation planning funds.
- Secured \$15.6 M from various new grant sources to assist in Compass demonstration programs and Sustainable Communities Development and other programs
- Advocated successfully for Federal Transportation Reauthorization Legislation in Washington DC and moved forward key initiatives in Sacramento.
- Held successful Sacramento Legislative Reception to discuss legislative priorities with leaders from the administration and the legislature February 2013
- Increased number of contacts at local, state and federal level
- Participated in Mobility 21, NARC, CAGTC, CEO meetings on legislative issues consistent with all SCAG adopted goals and objectives

GOAL #3

Enhance the Agency's Long Term Financial Stability and Fiscal Management

- Agency reserves increased from \$0 to 40% of one year of basic operating expenses
- Added \$15.6 million in new grants
- Government Finance Officers Association Award for Financial Reporting every year
- Clean External and Internal Audits
- Secured Line of Credit for emergency purposes
- Successfully installed and have been using new Financial Management Information System
- Implemented plan to fully fund post-retirement benefits over 20 years
- 2013 California Joint Powers Insurance Authority Award for Lowest Workers' Compensation Claims
- Saved \$5 Million Dollars on Consulting Contracts/Purchase Orders through price and cost analysis and price negotiation
- Implemented updated procedure manuals in all areas of finance

GOAL #4

Develop, Maintain and Promote the Utilization of State of the Art Models, Information systems and Communication Technologies

- All models updated for use in 2012 RTP/SCS and working on next generation activity based model, scenario planning model for 2016 RTP/SCS
- Opened 5 Regional Offices, and 4 video conferencing sites for a total of 9 video conferencing connections throughout the region
- Established SCAG as a Regional Data Center of the US Census Bureau, thereby expanding our role to promote the utilization and dissemination of census data to regional stakeholders.
- Conducted regular Modeling Task Force meetings to facilitate regional and subregional modeling collaboration and inter-agency consultation.
- Fulfilled thousands of modeling, data, and GIS service requests.
- SCAG published an e-government website – iRTP (interactive RTP) as the nation's first fully interactive version of the RTP
- Implemented web-streaming for the RC meetings
- Launched Local Sustainability Tool to test local land use policies on regional transportation performance
- Moved all servers and back-up systems to a remote secure site in Las Vegas for business resumption, efficiency, additional storage capacity.
- Improved enhanced online systems for County Commissions to manage RTP and TIP project data.
- Developed Local Profile Reports for all member jurisdictions in 2009 and updated in 2011 and 2013
- Implemented iPad Pilot for RC members
- Implemented WiFi access at SCAG Los Angeles Building
- Provided existing housing need statistics to all 197 jurisdictions for their Housing Element updates.

GOAL #5

Optimize Organizational Efficiency and Cultivate an Engaged Workforce

- Implemented electronic performance management system (Halogen) that links individual performance to agency goals
- Implemented Buddy Program for new employees
- Implemented NEOGov on-line Recruitment System
- Implemented Coaching Program for Supervisors/Managers
- Implemented new Employee Recognition Program
- Implemented Teleworking Program
- Held successful Staff Retreats to focus on Strategic Plan and teambuilding
- Held monthly All Staff meetings to share information and promote team building
- Executive Director Hosts monthly meetings with all management employees to provide mentoring, team building and enhance camaraderie
- Secured new employee benefits broker and saved money and enhanced benefits at no additional cost


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DATE: November 7, 2013

TO: Executive / Administration Committee (EAC)
Regional Council (RC)

FROM: Basil Panas, Chief Financial Officer, panas@scag.ca.gov, 213-236-1817

SUBJECT: Amendment 2 of the Fiscal Year (FY) 2013-14 Overall Work Program (OWP)

EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTION:

Adopt Resolution No. 13-554-1 approving Amendment 2 to the FY 2013-14 OWP and authorizing the Executive Director to submit the necessary administrative documentation to the California Department of Transportation (Caltrans).

EXECUTIVE SUMMARY:

Staff seeks the Regional Council's approval by adopting Resolution No. 13-554-1 related to the Amendment 2 of SCAG's OWP for Fiscal Year 2013-14. Amendment 2 will increase the overall budget by \$2.1million from \$39.4 million to \$41.5 million. Forty-five percent of the increase is funded by carryover of Federal Highway Administration (FHWA) Planning (PL) and Federal Transit Administration (FTA) funds, 47% by Transportation Development Act (TDA) funds, 5% by required TDA match and 3% by other grant funds and in-kind match. The change in Amendment 2 results from incorporating four (4) new projects and adding funding to the Sustainability Program.

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan Goal 3: Enhance the Agency's Long Term Financial Stability and Fiscal Management.

BACKGROUND:

In September 2013, Amendment 1 to the FY 2013-14 OWP was prepared and submitted to Caltrans. Amendment 1 was an administrative amendment which corrected errata; adjusted FTA 5304 grant balances; added three (3) carryover projects from FY 2012-13; and added funding received through a new FHWA Strategic Highway Research Program grant. Administrative amendments do not require Regional Council approval.

Amendment 2 includes adding \$0.9 million of FY 2012-13 carryover of FHWA PL, FTA funds and TDA matching funds. There is \$3.0 million of FY 2012-13 FHWA PL and FTA carryover funds available for programming into the Sustainability Program in FY 2014-15.

The changes for Amendment 2 are listed as follows:

REPORT

Project Budget Adjustments

<i>East-West Freight Corridor/I-15 Phase II</i>	-50,000
<i>Enterprise GIS Implementation</i>	-25,000
<i>Federal Transportation Improvement Program</i>	5,648
<i>Goods Movement Planning</i>	18,638
<i>Implementation Strategy for 2012 RTP</i>	100,000
<i>Mileage-Based User Fee—Groundwork Project Phase II</i>	18,637
<i>Performance Monitoring</i>	-200,000
<i>Professional GIS Services Program Support</i>	24,659
<i>Public Involvement</i>	-41,850
<i>Regional Aviation Demand Forecast & Airport Ground Access Element</i>	1,694
<i>Regional Growth and Policy Analysis</i>	-39,358
<i>RTP Financial Planning</i>	13,555
<i>RTP Support, Development, and Implementation</i>	2,259
<i>Scenario Planning Model Development</i>	-79,617
<i>South California P3 Financial Capacity Analysis and Business Case Development</i>	-43,240
<i>Transit Planning</i>	-3,977
<i>Year 2012 Screenline Count Database</i>	34,651
Subtotal	\$ -263,301

Grant Funded Projects Mid-Year Budget Adjustments

<i>Express Travel Choices Phase II</i>	-135,282
<i>Grant Administration</i>	10,000
<i>Jurisdiction & Project Level Sustainable Communities Planning</i>	80,481
<i>Omnitrans Transit Planning & Development Services Internship</i>	-16,677
<i>SANBAG Natural Gas Truck Project</i>	43,361
<i>SCAG Clean Cities Coalition Coordination</i>	30,556
<i>Southern California Economic Growth Strategy</i>	50,000
<i>UPS Ontario - Las Vegas LNG Corridor Expansion</i>	-32,860
Subtotal	\$29,579

New Projects

<i>City Profile Enhancement and Maintenance</i>	85,000
<i>Metro Green Line Extension/OC to LAX Connectivity Study</i>	208,204
<i>Regional Planning & Policy Intern Program</i>	40,286
<i>University Partnership/Collaboration</i>	111,119
Subtotal	\$444,609

Additional Work

<i>Enterprise GIS Implementation</i>	148,742
<i>Model Enhancement and Maintenance</i>	112,955
<i>Model Validation for 2016 RTP/SCS</i>	339,927
<i>Regional Transportation Plan Outreach</i>	100,000
<i>Region-wide Data Coordination</i>	112,956
<i>Sustainability Program Call for Projects</i>	1,000,000
<i>Web 2.0 Development</i>	100,000
Subtotal	\$1,914,580

REPORT

FISCAL IMPACT:

Budget for the preparation of OWP amendments is included in the FY 2013-14 Overall Work Program.

ATTACHMENT:

Resolution No. 13-554-1



**ASSOCIATION of
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Transportation Commission

RESOLUTION NO. 13-554-1

**A RESOLUTION OF THE SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS (SCAG)
APPROVING AMENDMENT 2 TO THE FISCAL YEAR (FY) 2013-14
OVERALL WORK PROGRAM (OWP)**

WHEREAS, the Southern California Association of Governments (“SCAG”) is the Metropolitan Planning Organization, pursuant to 23.U.S.C. 134 et seq. and 49 U.S.C. 5303 et seq. for six (6) counties: Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial; and

WHEREAS, in conjunction with the Overall Work Program Agreement and Master Fund Transfer Agreement, the Overall Work Program (OWP) constitutes the annual funding contract between the State of California Department of Transportation (Caltrans) and SCAG for Consolidated Planning Grant (CPG) funding; and

WHEREAS, the OWP is the basis for SCAG’s annual activities and budget; and

WHEREAS, SCAG’s Regional Council approved the OWP for Fiscal Year (FY) 2013-14 in May 2013, which was subsequently approved by Caltrans in June 2013. In September 2013, the OWP for FY 2013-14 was amended in the form of Administrative Amendment 1 to correct errata, adjust the Caltrans Transportation Planning Grant (Section 5304 Program) balances, add three FY 2012-13 carryover projects and add funding received through a new Federal Highway Administration (FHWA) Strategic Highway Research Program grant; and

WHEREAS, SCAG has prepared an Amendment 2 to the OWP for FY 2013-14 to increase funds to existing projects, add four (4) new projects, and adjust carryover estimates for continued projects from FY 2012-13; and

WHEREAS, Amendment 2 to the OWP for FY 2013-14, along with its corresponding staff report, has been reviewed and discussed by SCAG’s Executive/Administrative Committee and Regional Council.

NOW, THEREFORE, BE IT RESOLVED by the Regional Council of the Southern California Association of Governments that SCAG does hereby approve and adopt Amendment 2 to the OWP for FY 2013-14.

BE IT FURTHER RESOLVED:

1. The Regional Council hereby authorizes submittal of Amendment 2 to the FY 2013-14 OWP to the participating State and Federal agencies.
2. SCAG pledges to pay or secure in cash or services, or both, the matching funds necessary for financial assistance.
3. That SCAG's Executive Director, or in his absence, the Chief Financial Officer, is hereby designated and authorized to submit Amendment 2 to the FY 2013-14 OWP, and to execute all related agreements and other documents on behalf of the Regional Council.

PASSED, APPROVED AND ADOPTED by the Regional Council of the Southern California Association of Governments at its regular meeting on the 7th day of November, 2013.

Greg Pettis
President, SCAG
Councilmember, Cathedral City

Attested by:

Hasan Ikhata
Executive Director

Approved as to Form:

Joann Africa
Chief Counsel

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ATE: November 7, 2013

TO: Executive Administration Committee (EAC)
Regional Council (RC)

FROM: Debbie Dillon, Deputy Executive Director, Administration, dillon@scag.ca.gov 213-236-1870

SUBJECT: SCAG Classification Salary Range Adjustments

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Pursuant to the SCAG Strategic Plan, Regional Council adopted Compensation Philosophy, CalPERS requirements and SCAG Bylaws, approve salary range adjustments for SCAG classifications as outlined in Chart 1.

EXECUTIVE SUMMARY

The Regional Council previously adopted a policy to maintain salary competitiveness with peer agencies in order to retain and attract highly qualified staff. As part of the Strategic Plan update review (see companion staff report elsewhere in the agenda), staff reviewed all Strategic plan goals and objectives including objective that employee morale is being regularly addressed.

SCAG staff does not receive automatic cost of living adjustments nor automatic raises. Employee compensation is based upon employee performance. The last salary range peer review was conducted in 2009. Staff has conducted an update peer review of 12 peer agencies and determined that SCAG salary ranges are below the Regional Council approved 75th percentile of the comparison market of our twelve (12) peer agencies.. The recommended adjustments in the Chart 1 will affect one third (1/3rd) of the employees who are below the minimum recommended salary range totaling \$179,000 in costs if approved. The costs are included within the FY 13-14 budget.

STRATEGIC PLAN:

Goal #5 - Optimize Organizational Efficiency and Cultivate an Engaged Workforce

BACKGROUND:

Changes to SCAG salary classification ranges require Regional Council approval pursuant to Government Code California Code of Regulations 570.5 and the SCAG Bylaws Article V section 4 (a).

It is important to note that SCAG employees receive only performance based merit increases. They do not receive step increases or cost of living adjustments. SCAG does not provide automatic changes to the salary ranges based on the Consumer Price Index or other factors which is typical in many of SCAG's comparison agencies since they have labor agreements. Maintaining market based ranges is critical to recruiting and retaining the highest caliber staff available in the market place.

REPORT

SCAG last adjusted salary ranges in January of 2009 (last time adjusted all salary ranges in 2003). At that time, 37 of 84 SCAG classifications were adjusted between two and four percent to address only positions significantly below the marketplace. Prior to January 2009, SCAG adjusted classifications and associated salaries by job family as each family was studied and then benchmarked against the marketplace. The 2009 adjustments were only made to position classifications that were significantly below the RC adopted policy of 75th percentile pay rate for SCAG's twelve (12) RC approved comparison agencies. For example, the Assistant Regional Planner class was adjusted 4% in 2009 yet the market survey reflected that it was 24% below the market.

A salary survey was completed of SCAG's twelve agency (12) comparison group in October 2013 with current market data. Only those employees whose salary falls below the new bottom of the salary range will be immediately affected. Currently one third of 122 employees will fall below the new bottom of the range. Twenty seven (27) out of the forty (40) or (68%) are in the planning and modeling classification families which are SCAG's core responsibilities.

Funds are available within the existing staff salaries budget for adjusting the forty employees who would fall below the adjusted minimum salary range during this fiscal year. All other employees will move in the range when they receive their next performance based merit increase.

CONCLUSION:

Based upon above, this report recommends adjusting all salary ranges to the Regional Council adopted compensation benchmark of the 75th percentile of SCAG's comparison group for purposes of recruitment and retention and morale (Chart 1).

FISCAL IMPACT:

\$179,000 in FY 13-14 for 40 positions below the minimum recommended salary range classification. Funds are available within the FY 13-14 staff salaries budget and will be covered in the FY 14-15 adopted budget.

ATTACHMENT:

Chart 1 – SCAG Salary Ranges
Salary Survey Results

REPORT

Chart 1 - SCAG Salary Compensation Ranges

	Classification	Current		Percentage 75th%tile Increase	Ranges		Employment Status
		Annual Minimum	Annual Maximum		Minimum 75th	Maximum 75th	
1	Accountant I	47,465.60	61,692.80	19%	56,484.06	73,414.43	Full-time
2	Accountant II	51,729.60	67,246.40	19%	61,558.22	80,023.22	Full-time
3	Accountant III	57,428.80	74,651.20	19%	68,340.27	88,834.93	Full-time
4	Accounting Systems Analyst	63,627.20	82,721.60	19%	75,716.37	98,438.70	Full-time
5	Accounting Technician	37,148.80	48,297.60	19%	44,207.07	57,474.14	Full-time
6	Administrative Assistant	40,414.40	52,520.00	14%	46,072.42	59,872.80	Full-time
7	Assistant Analyst to the Ex Director	52,956.80	68,827.20	20%	63,548.16	82,592.64	Full-time
8	Assistant Regional Planner	50,419.20	65,561.60	20%	60,503.04	78,673.92	Full-time
9	Assistant to the Executive Director	85,051.20	110,572.80	20%	102,061.44	132,687.36	Full-time
10	Associate Analyst to the Ex Director	62,899.20	81,764.80	20%	75,479.04	98,117.76	Full-time
11	Associate Regional Planner	58,780.80	76,419.20	20%	70,536.96	91,703.04	Full-time
12	Budget and Grants Analyst I	53,185.60	69,139.20	16%	61,695.30	80,201.47	Full-time
13	Budget and Grants Analyst II	62,379.20	81,099.20	16%	72,359.87	94,075.07	Full-time
14	Chief Economic Advisor	80,267.20	104,353.60	20%	96,320.64	125,224.32	Full-time
15	Chief Counsel/Director of Legal Services	152,027.20	197,641.60	16%	176,351.55	229,264.26	Full-time
16	Chief Deputy Executive Director	166,160.00	216,008.00	16%	192,745.60	250,569.28	Full-time
17	Chief Financial Officer	144,684.80	188,094.40	16%	167,834.37	218,189.50	Full-time
18	Chief Information Officer	137,716.80	179,046.40	16%	159,751.49	207,693.82	Full-time
19	Chief Modeler	95,472.00	124,113.60	6%	101,200.32	131,560.42	Full-time
20	Chief of Research and Forecasting	95,472.00	124,113.60	6%	101,200.32	131,560.42	Full-time
21	Clerk of the Board	76,440.00	99,361.60	14%	87,141.60	113,272.22	Full-time
22	Contracts Administrator I	53,185.60	69,139.20	16%	61,695.30	80,201.47	Full-time
23	Contracts Administrator II	62,379.20	81,099.20	16%	72,359.87	94,075.07	Full-time
24	Contracts and Purchasing Assistant	43,160.00	56,118.40	16%	50,065.60	65,097.34	Full-time
25	Database Administrator	72,883.20	94,744.00	11%	80,900.35	105,165.84	Full-time
26	Department Manager	95,472.00	148,179.20	5%	100,245.60	155,588.16	Full-time
27	Deputy Director (Division)	126,526.40	164,486.40	16%	146,770.62	190,804.22	Full-time
28	Deputy Executive Director	158,100.80	205,545.60	16%	183,396.93	238,432.90	Full-time
29	Deputy Legal Counsel I	91,832.00	119,392.00	6%	97,341.92	126,555.52	Full-time
30	Deputy Legal Counsel II	110,198.00	143,270.00	6%	116,809.88	151,866.20	Full-time
31	Division Director	137,716.80	179,046.40	16%	159,751.49	207,693.82	Full-time
32	Executive Director	FLAT	259,189.00	16%	FLAT	300,659.24	Full-time
33	GIS Analyst	58,240.00	75,712.00	20%	69,888.00	90,854.40	Full-time

REPORT

34	Graphics Designer	50,618.00	65,804.00	8%	54,667.44	71,068.32	Full-time
35	Human Resources Analyst	57,096.00	74,214.40	15%	65,660.40	85,346.56	Full-time
36	Internal Auditor	113,984.00	148,179.20	20%	136,780.80	177,815.04	Full-time
37	Lead Accountant	80,267.20	104,353.60	19%	95,517.97	124,180.78	Full-time
38	Lead Budget & Grants Analyst	75,483.20	98,113.60	16%	87,560.51	113,811.78	Full-time
39	Lead Graphics Designer	60,216.00	78,270.40	8%	65,033.28	84,532.03	Full-time
40	Lead Operations Technician	56,076.80	72,904.00	14%	63,927.55	83,110.56	Full-time
41	Lead Programmer Analyst	84,468.80	109,803.20	11%	93,760.37	121,881.55	Full-time
42	Legislative Analyst I	48,609.60	63,190.40	15%	55,901.04	72,668.96	Full-time
43	Legislative Analyst II	58,240.00	75,712.00	15%	66,976.00	87,068.80	Full-time
44	Legislative Analyst III	67,371.20	87,568.00	15%	77,476.88	100,703.20	Full-time
45	Legislative Analyst IV	76,398.40	99,320.00	15%	87,858.16	114,218.00	Full-time
46	Management Analyst	62,379.20	81,099.20	15%	71,736.08	93,264.08	Full-time
47	Member Relations Officer I	48,609.60	63,190.40	15%	55,901.04	72,668.96	Full-time
48	Member Relations Officer II	58,240.00	75,712.00	15%	66,976.00	87,068.80	Full-time
49	Member Relations Officer III	67,371.20	87,568.00	15%	77,476.88	100,703.20	Full-time
50	Member Relations Officer IV	76,398.40	99,320.00	15%	87,858.16	114,218.00	Full-time
51	Office Assistant	34,840.00	45,302.40	14%	39,717.60	51,644.74	Full-time
52	Office Services Specialist	34,840.00	45,302.40	14%	39,717.60	51,644.74	Full-time
53	Operations Technician	34,840.00	45,302.40	14%	39,717.60	51,644.74	Full-time
54	Operations Technician II	41,828.80	54,371.20	14%	47,684.83	61,983.17	Full-time
55	Operations Technician III	46,737.60	60,756.80	14%	53,280.86	69,262.75	Full-time
56	Planning Technician	47,320.00	61,526.40	20%	56,784.00	73,831.68	Full-time
57	Program Manager I	79,497.60	103,334.40	20%	95,397.12	124,001.28	Full-time
58	Program Manager II	85,051.20	110,572.80	20%	102,061.44	132,687.36	Full-time
59	Programmer Analyst	62,795.20	81,640.00	11%	69,702.67	90,620.40	Full-time
60	Public Affairs Specialist I	48,609.60	63,190.40	15%	55,901.04	72,668.96	Full-time
61	Public Affairs Specialist II	58,240.00	75,712.00	15%	66,976.00	87,068.80	Full-time
62	Public Affairs Specialist III	67,371.20	87,568.00	15%	77,476.88	100,703.20	Full-time
63	Public Affairs Specialist IV	76,398.40	99,320.00	15%	87,858.16	114,218.00	Full-time
64	Receptionist	34,840.00	45,302.40	14%	39,717.60	51,644.74	Full-time
65	Regional Planner Specialist	74,297.60	96,574.40	20%	89,157.12	115,889.28	Full-time
66	Senior Accountant	67,537.60	87,796.80	12%	75,642.11	98,332.42	Full-time
67	Senior Administrative Assistant	46,737.60	60,756.80	14%	53,280.86	69,262.75	Full-time
68	Senior Analyst to the Ex Director	71,136.00	92,476.80	20%	85,363.20	110,972.16	Full-time
69	Senior Budget & Grants Analyst	68,619.20	89,211.20	16%	79,598.27	103,484.99	Full-time
70	Senior Contracts Administrator	68,619.20	89,211.20	16%	79,598.27	103,484.99	Full-time
71	Senior Economist	72,716.80	94,536.00	20%	87,260.16	113,443.20	Full-time

REPORT

72	Senior Graphic Designer	57,075.20	74,193.60	8%	61,641.22	80,129.09	Full-time
73	Senior Human Resources Analyst	69,555.20	90,438.40	15%	79,988.48	104,004.16	Full-time
74	Senior Management Analyst	68,619.20	89,211.20	15%	78,912.08	102,592.88	Full-time
75	Senior Operations Technician	51,417.60	66,830.40	14%	58,616.06	76,186.66	Full-time
76	Senior Programmer Analyst	76,523.20	99,465.60	11%	84,940.75	110,406.82	Full-time
77	Senior Regional Planner	64,667.20	84,073.60	20%	77,600.64	100,888.32	Full-time
78	Senior Regional Planner Specialist	79,497.60	103,334.40	20%	95,397.12	124,001.28	Full-time
79	Transportation Modeler I	49,712.00	64,625.60	20%	59,654.40	77,550.72	Full-time
80	Transportation Modeler II	58,780.80	76,419.20	20%	70,536.96	91,703.04	Full-time
81	Transportation Modeler III	69,368.00	90,188.80	20%	83,241.60	108,226.56	Full-time
82	Transportation Modeler IV	79,497.60	103,334.40	20%	95,397.12	124,001.28	Full-time
83	Transportation Modeling Program Manager	85,051.20	110,572.80	20%	102,061.44	132,687.36	Full-time
84	Web/Graphic Designer	55,681.60	72,384.00	8%	60,136.13	78,174.72	Full-time

Survey Methodology and Results

This is a salary survey for all SCAG classifications. Our survey strategy is the same as established in 2001 when an organization-wide classification and compensation study was conducted by an independent consultant. The study results were approved and adopted by the Regional Council.

The study established:

- ❖ survey group
- ❖ benchmark jobs
- ❖ defined position or target in the market as the 75th percentile
- ❖ salary internal relationships

All compensation components remain the same. The October 2013 salary survey results indicate that all but one of the agencies surveyed has either increased base salary effective July 2013 or are in the process of negotiating an increase in base salary with bargaining groups.

Only base salary was surveyed. Human Resources staff is aware that many of our benefit components are below market, but we chose to focus only on base salary at this time since it impacts not only our recruitment and retention efforts, but also our classification structure. Detailed survey results are listed at the end of the report. We will continue our survey efforts to collect benefits information and address that separately in the future.

Twelve peer agencies were surveyed. The summary of findings is listed below. The first column is the benchmark or survey class. The second column indicates what percentage the SCAG survey class is below the 75th percentile. The final column lists the recommended percentage increase based on the 75th percentile difference for that class rounded to the closest whole number and all other classifications in the class series.

REPORT

Benchmark Classifications

Surveyed Class	% Diff 75th	Proposed Increase
Assistant Regional Planner	-20.37%	20%
Division Director	-16.26%	16%
Deputy Legal Counsel	-5.95%	6%
Executive Director	-15.95%	16%
Senior Administration Assistant	-14.37%	14%
HR Analyst	-14.87%	15%
Accountant I	-19.40%	19%
Senior Programmer Analyst	-11.18%	11%
Graphic Designer	-7.50%	8%
Budget & Grants Analyst II	-15.67%	16%
Trans Planning Manager	-5.48%	5%

Salary Survey Results

Agency	Accountant I		Bud & Gr Analyst		Graphic Designer		Assist Planner		Sr Prog Anal	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
ABAG	No Match		68,280	83,004	43,596	52,318	49,512	60,180	No Match	
City of Long Beach	47,004	63,780	66,816	93,300	No Match		No Match		77,652	105,780
City of Los Angeles	49,130	61,011	67,401	83,750	56,939	70,741	60,573	75,252	87,508	108,722
City of Pasadena	58,927	73,659	70,142	87,677	43,398	56,174	63,351	77,189	80,192	100,241
Los Angeles County	44,469	49,521	64,789	84,968	44,248	57,984	56,429	70,105	74,381	97,552
MTA	52,645	78,957	52,645	78,957	No Match		52,645	76,957	65,707	98,550
MTC	64,559	82,641	85,820	107,703	64,559	82,641	63,559	80,641	85,820	109,857
MWD	46,717	61,526	66,789	87,963	59,862	78,749	62,750	82,259	87,963	115,232
OCTA	No Match		50,752	77,708	No Match		50,752	76,708	70,034	107,307
Orange County	51,064	63,544	53,040	105,456	40,248	53,747	41,330	52,478	74,610	100,443
SANDAG	40,668	65,069	49,432	79,092	36,887	59,020	44,837	71,232	69,575	111,319
SCAQMD	No Match		76,920	95,292	48,311	59,875	62,305	80,912	93,215	115,430
SCAG	47,466	61,693	71,739	81,092	50,618	65,804	50,419	65,562	76,523	99,465
75th Percentile	52,645	73,659	69,211	93,798	56,939	70,741	62,528	78,915	86,664	110,588
% Difference 75th%tile	-10.91%	-19.40%	3.52%	-15.67%	-12.49%	-7.50%	-24.02%	-20.37%	-13.25%	-11.18%

REPORT

Agency	Sr Adm Assistant		HR Analyst		Planning Mgr		Dpt Legal Counsel		Division Director	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
ABAG	44,748	54,036	No Match		No Match		No Match		FLAT	117,420
City of Long Beach	49,048	73,573	55,020	74,796	FLAT	172,608	FLAT	142,285	FLAT	176,872
City of Los Angeles	55,624	69,134	69,091	85,838	119,726	148,749	127,723	151,798	180,508	270,647
City of Pasadena	50,912	63,639	60,240	75,300	116,053	145,066	101,150	126,437	153,647	192,059
Los Angeles County	51,254	65,431	58,128	76,238	107,085	150,639	96,353	133,415	153,601	232,488
MTA	65,707	98,550	56,451	84,656	78,042	117,042	No Match		137,155	205,733
MTC	48,370	61,918	64,559	82,641	110,878	144,779	122,400	163,081	135,424	187,521
MWD	53,622	70,554	66,789	87,963	135,283	177,029	109,262	142,771	156,229	210,558
OCTA	48,880	58,905	50,752	77,709	97,573	150,384	No Match		FLAT	146,203
Orange County	42,224	56,576	53,040	105,456	92,227	161,970	104,936	141,294	No Match	
SANDAG	35,131	56,209	44,837	71,379	80,541	128,886	102,793	164,469	111,108	177,773
SCAQMD	54,369	67,299	50,267	62,229	109,819	133,543	99,851	121,382	145,807	163,348
SCAG	46,738	60,757	57,096	74,214	95,472	148,179	110,198	143,270	137,725	179,042
75th Percentile	53,809	69,489	62,400	85,247	114,759	156,305	112,547	151,798	153,647	206,939
% Difference 75th%tile	-15.13%	-14.37%	-9.29%	-14.87%	-20.20%	-5.48%	-2.13%	-5.95%	-11.56%	-16.26%

Agency	Executive Director	
	Min	Max
ABAG	No Match	
City of Long Beach	No Match	
City of Los Angeles	No Match	
City of Pasadena	No Match	
Los Angeles County	No Match	
MTA	No Match	
MTC	FLAT	300,522
MWD	FLAT	327,987
OCTA	FLAT	255,508
Orange County	No Match	
SANDAG	FLAT	280,000
SCAQMD	FLAT	243,570
SCAG	FLAT	259,189
75th Percentile	FLAT	300,522
% Difference 75th%tile	-15.95%	

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DATE: November 7, 2013

TO: Executive/Administration Committee (EAC)
Regional Council (RC)
Community, Economic, and Human Development (CEHD) Committee
Energy and Environment Committee (EEC)
Transportation Committee (TC)

FROM: Hasan Ikhrata, Executive Director, 213-236-1944; Ikhrata@scag.ca.gov

SUBJECT: SCAG's Compliance with SB 751 (Yee): meetings – Publication of Actions Taken

RECOMMENDED ACTION:

Review and Comment.

EXECUTIVE SUMMARY:

I reported at the last meeting the enactment of SB751 (Yee), legislation that takes effect January 1, 2014 requiring public agencies such as SCAG to revise procedures for reporting actions taken at public meetings. Below is an update on the status of implementing the new, mandated reporting of actions taken, which we will begin on January 2, 2014.

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan, Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies.

BACKGROUND:

Beginning with the January 2, 2014 EAC, Policy Committee and Regional Council meetings, SCAG will be required to report in the minutes for each action item on the agenda who voted 'aye/noe/abstained.' Currently, SCAG practice is to report the noes and abstentions for each action item and list at the beginning of the meeting who is present. A roll call vote for each action item would dramatically increase the length of the meetings, especially for the meetings of the Regional Council.

Staff previously tested electronic voting and the test resulted in less than 100% accuracy. Staff is investigating more reliable cost effective electronic voting mechanisms but they will not be in place by January 2, 2014. Therefore, staff is proposing for the short term (until electronic voting can be implemented), a manual mechanism for recording votes. It will require members to notify designated SCAG staff by the exit that they are leaving the meeting room if the meeting is still in progress. In this way, through use of the cameras (in the case of the Regional Council), and declaration of a member leaving the room, the minutes will accurately reflect who is present in the room and the respective vote (i.e., aye/noe/abstained) of each member for each of the action items.

Staff considered other alternatives: roll call votes, voting by aisle, etc. and determined that the above method would be accurate and the least time consuming in order to maximize member participation and policy discussion. Staff estimates that electronic voting should be available and in place by the spring of 2014.

REPORT

Staff proposes that the above methodology for recording of votes shall apply to meetings of the Regional Council, the Executive/Administration Committee, the three Policy Committees and any other SCAG committees that are subject to the Brown Act beginning January 2, 2014, in order to be compliant with SB 751.

FISCAL IMPACT:

The fiscal impact related to implementation of SB 751 is nominal at this time.

ATTACHMENT:

SB 751 (Yee)

Senate Bill No. 751

CHAPTER 257

An act to amend Section 54953 of the Government Code, relating to local government.

[Approved by Governor September 6, 2013. Filed with
Secretary of State September 6, 2013.]

LEGISLATIVE COUNSEL'S DIGEST

SB 751, Yee. Meetings: publication of action taken.

The Ralph M. Brown Act requires all meetings of the legislative body of a local agency, as defined, to be open and public and prohibits the legislative body from taking action by secret ballot, whether preliminary or final.

This bill would additionally require the legislative body of a local agency to publicly report any action taken and the vote or abstention on that action of each member present for the action, thereby imposing a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

The people of the State of California do enact as follows:

SECTION 1. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), when a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and that number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county sponsored health plan licensed pursuant to Chapter

2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(4) This subdivision shall remain in effect only until January 1, 2018.

SEC. 2. No reimbursement is required by this act under Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district under this act are the costs of complying with Chapter 9 (commencing with Section 54950) of Part 1 of Division 3 of Title 5 of the Government Code. Subdivision (c) of Section 36 of Article XIII of the California Constitution provides that costs of this type are not reimbursable.

CORRECTIONS:

Date—Page 1.

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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)
OCTOBER 3, 2013

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE/ADMINISTRATION COMMITTEE. A RECORDING OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Executive/Administration Committee (EAC) held its meeting at the SCAG Offices, in Los Angeles, California. The meeting was called to order by Hon. Greg Pettis, Chair, Cathedral City, District 2, at 9:00 a.m. There was a quorum.

Members Present

Hon. Greg Pettis, Cathedral City, President	District 2
Hon. Carl Morehouse, 1st Vice-President	District 47
Hon. Cheryl Viegas-Walker, El Centro, 2nd Vice-President	District 1
Hon. Glen Becerra, Simi Valley, Imm. Past President	District 46
Hon. Lisa Bartlett, Dana Point	TCA
Hon. Bob Botts, Banning	RCTC
Hon. Margaret Finlay, Duarte	District 35
Hon. Bill Jahn, Big Bear Lake	District 11
Hon. James Johnson, Long Beach	District 30
Hon. Tom LaBonge, Los Angeles	District 51
Mr. Randall Lewis, Ex-Officio	Lewis Group of Companies
Hon. Andrew Masiel, Sr.	Pechanga Band of Luiseno Indians
Hon. Keith Millhouse, Moorpark	VCTC
Hon. Gary Ovitt	San Bernardino County
Hon. Alan Wapner, Ontario	SANBAG

Members Not Present

Hon. Michele Martinez, Santa Ana	District 16
Hon. Kris Murray, Anaheim	District 19
Hon. Pam O'Connor, Santa Monica	District 41

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Hon. Greg Pettis, Chair, called the meeting to order at 9:00 a.m. Mr. Randall Lewis led the Pledge of Allegiance.

PUBLIC COMMENT PERIOD

There were no public comments.

REVIEW AND PRIORITIZE AGENDA ITEMS

There was no reprioritization of the agenda.

EXECUTIVE DIRECTOR'S REPORT

Hasan Ikhata, Executive Director, provided highlights of the Executive Director's report which was previously distributed. He commented on the success of the Annual Conference for the National Association Regional Councils (NARC) for Executive Directors and Board Members, which was held in Santa Monica, CA on September 30, 2013. He noted that there was a positive discussion of common goals in working with Congress on the next MAP 22. Mr. Ikhata recognized the collaborative efforts of SCAG staff and the Port of Los Angeles.

Mr. Ikhata provided an update on the Federal Government shutdown. He noted that SCAG received assurances from Caltrans that there will be no interruptions to SCAG's FY14 planning funding. In the event that the shutdown continues, SCAG will use reserves until February 2014; thereafter, SCAG may use a pre-approved line of credit until April 2014.

Mr. Ikhata provided an update on the Board voting system which was initially reported at the September 12, 2013 Board meeting. He noted that staff is in process of implementing an electronic voting system that is reliable and economical. In the interim, beginning with the January 2, 2014 Regional Council meeting, staff will use a manual voting and tracking system to comply with the new requirements of SB 751 (Yee). The manual system will require staff to track those present at the time of a vote, and will track members who leave the dais/meeting room during the course of the meeting.

Mr. Ikhata commented on the Air Resources Board Update to the AB 32 Scoping Plan. The draft plan, released for public comment on October 1, describes ARB's climate change priorities for the next five years. He noted that the draft Update recognizes the work that the Regional Council has done with the 2012 RTP/SCS. The next steps include a public workshop on October 15, 2013 in Sacramento and a meeting of ARB at the end of October. The draft will be revised and presented to ARB at its December meeting. Staff will update the Regional Council of further developments.

The full discussion draft Scoping Plan update may be viewed at: bit.ly/15LrGPc.

Mr. Ikhata reported that Federal Transit Agency (FTA) and the Federal Highway Administration (FHWA) issued a proposed guidance regarding a MAP 21 requirement for Transit Representation on MPO Boards. The deadline to comment on the proposed guidance is October 30, 2013. The requirement itself is effective on October 1, 2014. To ensure a fair process for transit representation on the Board, the draft Notice of Proposed Rulemaking (NPRM) will be reviewed with SCAG's fellow transit agencies Executives on October 18, 2013 and with the Presidents Council. Staff will ensure that all transit agencies are invited. A copy of SCAG's comment letter will be transmitted at the Regional Council meeting on November 7, 2013 for information.

PRESIDENT'S REPORT

Hon. Greg Pettis announced that SCAG's Fourth Annual Economic Summit, which is being co-hosted by the Southern California Leadership Council, will be held on December 5, 2013 at the Omni Los Angeles Hotel. He asked EAC members to invite their fellow city council members and city managers. Those interested in attending may contact SCAG staff for more details.

Hon. Pettis invited the EAC members to attend the SCAG Los Angeles/Orange County Jobs and Labor Summit. The event will take place on October 16, 2013 at the Costa Mesa Hilton, Costa Mesa, CA, at 10:30 a.m. Those interested in attending may contact SCAG staff for more details.

ACTION/DISCUSSION ITEMS

1. Regional Council District Evaluation Process and Recommendations

Hon. Leroy Mills, Vice-Chair, District Evaluation Subcommittee, provided a brief report on the work of the Subcommittee and reported that the item is continued to the November 7th meeting, in order to address a late request from the City of Santa Clarita. The City of Santa Clarita seeks to be its own single-city Regional Council District.

CONSENT CALENDAR

Approval Items

2. Minutes of the September 12, 2013 Meeting

3. SCAG Sponsorship

A motion was made (Jahn) to approve the Consent Calendar, Items 2-3. Motion was seconded (Morehouse) and UNANIMOUSLY APPROVED.

Receive & File

4. October 2013 State and Federal Legislative Update

5. Purchase Orders \$5,000 but less than \$200,000; Contracts \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000

A motion was made (Finlay) to approve the Receive and File, Items 4-5. Motion was seconded (Jahn) and UNANIMOUSLY APPROVED.

CFO MONTHLY FINANCIAL REPORT

Basil Panas, CFO, provided highlights of the CFO Monthly Financial Report. He noted that SCAG's external auditors, Vasquez and Co., LLP is scheduled to complete their audit fieldwork on Friday, October 4, 2013. A preliminary audit report will be presented to SCAG's Audit Committee on December 4, 2013. The final audit report will be presented at the January 2, 2014 Regional Council meeting.

Staff provided additional information and answered questions from councilmembers.

FUTURE AGENDA ITEM

There were no future agenda items requested.

ANNOUNCEMENTS

There were no announcements

CLOSED SESSION

Public Employee Performance Evaluation – Government Code Section 54957 (b)
Title: Executive Director

Mr. Joe Silvey, General Counsel, announced that the EAC would proceed into Closed Session pursuant to Government Code Section 54957(b). At the conclusion of the Closed Session, Mr. Silvey noted that there were no reportable actions taken.

ADJOURNMENT

The meeting adjourned at 9:48 a.m. The next regular meeting of the Executive/Administration Committee will be held on Thursday, November 7, 2013 at the SCAG Los Angeles office.

Approved by:



Lillian Harris-Neal, CMC
Clerk of the Board

EXECUTIVE/ADMINISTRATION COMMITTEE ATTENDANCE REPORT

Member (including Ex-Officio) LastName, FirstName	Representing	X = County Represented											
		IC	LA	OC	RC	SB	VC	JUNE	JULY	AUG	SEPT.	OCT.	NOV.
Pettis, Gregory, Chair	Cathedral City				X			X		X	X	X	
Bartlett, Lisa	Dana Point			X				X		X		X	
Becerra, Glen, Imm. Past President	Simi Valley						X	X		X	X	X	
Botts, Bob	Banning, RCTC				X			X		X	X	X	
Finlay, Margaret	Duarte		X							X	X	X	
Jahn, Bill	Big Bear Lake					X		X		X	X	X	
Johnson, James	Long Beach		X					X		X		X	
LaBonge, Tom	Los Angeles		X					X		X		X	
Lewis, Randall, Ex Officio	Lewis Op. Corp.					X				X	X	X	
Masiel, Andrew, Sr.	Pechanga Band of Luiseno Indians				X			X			X	X	
Martinez, Michele	Santa Ana			X				X		X	X		
Millhouse, Keith	VCTC						X			X	X	X	
Morehouse, Carl, 1st VP	San Buenaventura						X	X		X	X	X	
Murray, Kris	Anaheim			X						X			
O'Connor, Pam	Santa Monica		X					X		X	X		
Ovitt, Gary	San Bernardino County					X		X		X		X	
Walker-Viegas, Cheryl, 2nd VP	El Centro	X						X		X	X	X	
Wapner, Alan	Ontario					X		X		X		X	
	Totals	1	4	3	3	4	3						

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DATE: November 7, 2013

TO: Executive/Administration Committee (EAC)
Regional Council (RC)

FROM: Basil Panas, Chief Financial Officer, (213) 236-1817, panas@scag.ca.gov

SUBJECT: Contracts \$200,000 or Greater: Contract No. 13-038-C1 and C2, Enterprise Records Management Program Consulting

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve Contract No. 13-038-C1, with CTG Inc. of Illinois (dba Novanis) in an amount not-to-exceed \$842,068, and approve Contract No. 13-038-C2, with AgreeYa Solutions, Inc. in an amount not-to-exceed \$445,825, for a total amount not-to-exceed \$1,287,893. The consultants shall provide records management consulting, project management, business analysis, help desk support and technical implementation services.

EXECUTIVE SUMMARY:

The purpose of this project is to enhance SCAG's Enterprise Records and Information Management (RIM) program and the current Enterprise Content Management (ECM) Systems. The project will include analysis and recommendations to advance SCAG's RIM program and technical support and implementation services to support and enhance SCAG's ECM systems. This project will help improve efficiency, reduce costs, increase access to data and support remote telework for disaster recovery and business resumption.

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan Goal 4: Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communication Technologies; Objective d: Integrate Advanced Information and Communication Technologies.

BACKGROUND:

Staff recommends executing the following contract \$200,000 or greater:

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
CTG Inc. of Illinois, dba Novanis (13-038-C1)	Consultant shall provide records management consulting, project management, business analysis, OnBase help desk support and technical implementation services.	\$842,068
AgreeYa Solutions, Inc. (13-038-C2)	Consultant shall provide SharePoint project management, business analysis, help desk support and technical implementation services.	\$445,825

FISCAL IMPACT:

Funding is available in the FY 2013-2014 budget. Funding for additional fiscal years will be included in future year budgets.

ATTACHMENT:

Consultant Contract No. 13-038-C1 and 13-038-C2

CONSULTANT CONTRACTS 13-038-C1 and C2

Recommended Consultants:

CTG Inc. of Illinois (dba Novanis)
AgreeYa Solutions, Inc.

Background & Scope of Work:

In order to update and enhance SCAG's Enterprise Records and Information Management (RIM) program and the current Enterprise Content Management (ECM) Systems, SCAG solicited proposals from consultants qualified to provide the following services described as Tasks in the project's Scope of Work: Task 1 - Records management consulting services, Task 2 - OnBase technical services, and Task 3 – SharePoint technical services. SCAG is committed to implementing a comprehensive records management program as one of its highest organizational priorities to improve efficiency, reduce costs, increase access to data, support remote telework for disaster recovery and business resumption, and limit exposure to litigation. To achieve this, SCAG requires consulting and technical implementation and support services.

The Consultants shall provide records management consulting, project management, business analysis, help desk support and technical implementation services to support the following scope of work:

1. Records Assessment and Analysis to include a records inventory, process and procedure analysis and development, development of a robust records retention schedule, and development of a detailed roadmap for SCAG to follow in implementing a comprehensive records management solution; and
2. ECM Technical Support and Implementation Services to include project management, business analysis, technical design, implementation and support services in support of SCAG's OnBase and SharePoint systems.

Project's Benefits & Key Deliverables:

The project's benefits and key deliverables include, but are not limited to:

- Improving efficiency by enhancing management of paper and electronic records, as well as obtaining gap analysis of SCAG's records management program and records inventory;
- Reducing cost through automation of document-driven business processes and reduction of paper supplies and storage;
- Enhancing electronic content management systems in support of remote telework for disaster recovery and business resumption; and
- Reducing risk while enhancing legal compliance and increasing security of enterprise content.

Strategic Plan:

This item supports SCAG's Strategic Plan Goal 4: Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communication Technologies; Objective d: Integrate Advanced Information and Communication Technologies.

Contract Amount:	<u>Task 1</u>	<u>Task 2</u>	<u>Task 3</u>	<u>Total</u>¹
Novanis (prime consultant)	\$30,399	\$655,939	N/A	\$686,338
AKneifel and Associates (subconsultant)	\$155,730	N/A	N/A	\$155,730
Subtotal: \$842,068				
AgreeYa Solutions (no subconsultants)	N/A	N/A	\$445,825	\$445,825
Total not-to-exceed \$1,287,893				

¹ This is a maximum, not to exceed amount for the entire contract period of 36 months. Each consultant contract is for a maximum, not-to-exceed amount as listed above.

Contract Period: Notice-to-Proceed through October 31, 2016

Project Number: 811.01163.03 \$339,743 (Fiscal Year 2013-14)
811.01163.03 \$363,804 (Fiscal Year 2014-15)
811.01163.03 \$369,703 (Fiscal Year 2015-16)
811.01163.03 \$214,643 (Fiscal Year 2016-17)
Funding sources: Consolidated Planning Grant – Indirect

Request-for-Proposal (RFP): SCAG staff notified 2,165 firms of the release of RFP 13-038-C1. SCAG staff also posted it on SCAG's bid management system. A total of 47 firms downloaded the RFP. SCAG received the following five (5) proposals in response to the solicitation:

	Proposed Price²			
	<u>Task 1</u>	<u>Task 2</u>	<u>Task 3</u>	<u>Total</u>
Novanis (1 subconsultant)	\$226,320	\$665,460	\$1,200,070	\$2,091,850
AgreeYa Solutions (no subconsultants)	N/A	N/A	\$445,825	\$445,825
DataBank (no subconsultants)	\$246,825	\$652,450	\$1,351,800	\$2,251,075
Image Soft (no subconsultants)	\$232,380	\$678,600	\$1,291,500	\$2,202,480
Gladwell Govt. Services ³ (no subconsultants)	\$122,645	N/A	N/A	N/A

² Consultant T&M rates are compared using SCAG's estimated total effort over the 36-month contract term

³ Staff rejected this proposal because it did not include all the required information

Selection Process: The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed the three (3) highest ranked offerors.

The PRC consisted of the following individuals:

Leigh Guannu, IT Project Manager, (SCAG)
Lillian Harris-Neal, Clerk of the Board, SCAG
Justine Block, Deputy Legal Counsel, SCAG
Simon Choi, Chief of Research & Forecasting, SCAG
Ryan Kuo, Program Manager, SCAG

Basis for Selection: The PRC recommends Novanis and AgreeYa Solutions for the contract award. The PRC determined that SCAG could capitalize on the extensive experience and qualifications and obtain a better work product by splitting the contract award between the two (2) firms above. Accordingly, the PRC split the contract award between the two (2) firms because it was in SCAG's best interest to do so. The PRC determined that Novanis' experience and qualifications were best suited for RFP Task 1 (Records Assessment and Analysis) and Task 2 (OnBase Technical Support and Implementation Services); and that AgreeYa Solutions' experience and qualifications were best suited for Task 3 (SharePoint Implementation Services, Support, Maintenance and Help Desk.)

Staff selected the consultants for the following reasons:

Novanis/ AKneifel and Associates:

- Demonstrated the most comprehensive approach to addressing the Records Assessment and Analysis detailed in the RFP, specifically providing a clear project approach to the assessment of SCAG's current Records Program and clearly demonstrating how this assessment will be performed;
- Demonstrated the most extensive experience and knowledge of certified Records and Information Management that exceeded other lower cost proposers; Demonstrated the best understanding of the project objectives and refined project deliverables and tasks based on the consultant's extensive experience and subject matter expertise which was lacking in the lower cost proposers;
- Demonstrated innovative approaches to OnBase technical implementation development that should accelerate implementation and reduce project costs; and,
- Were highly recommended by their customers, many of whom were from government agencies that achieved successful records management programs and enhanced their enterprise content management systems with the assistance of Novanis and AKneifel and Associates' consulting services over multiple years.

AgreeYa:

- Proposed the lowest cost for SharePoint Implementation and Support services;
- Provided the strongest technical approach including an advanced project methodology and support services; and,
- Demonstrated a proven track record of successfully providing SharePoint Implementation and Support services including identification of third party tools or custom tools developed by the consultant that could accelerate development and reduce overall project costs.

**Conflict Of Interest Form - Attachment
For November 7, 2013 Regional Council Approval**

Item #: 9

Approve Contract No. 13-038-C1 and 13-038-C2, in an amount not to exceed \$842,068 and \$445,825 respectively, to provide SCAG with records management consulting, project management, business analysis, help desk support and technical implementation services for OnBase and SharePoint.

None of the consultants or subconsultants reported a conflict on their Conflict of Interest forms submitted with their proposals. The consultant teams for the contract include:

Contract 13-038-C1:

Novanis (prime consultant)
AKneifel and Associates (subconsultant)

Contract 13-038-C2:

AgreeYa Solutions (prime consultant)

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REPORT

DATE: November 7, 2013

TO: Executive/Administration Committee (EAC)
Regional Council (RC)

FROM: Basil Panas, Chief Financial Officer, (213) 236-1817, panas@scag.ca.gov

SUBJECT: Purchase Orders \$5,000 but less than \$200,000; Contracts \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000

EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTION:

For Information Only - No Action Required.

STRATEGIC PLAN:

This item supports SCAG'S Strategic Plan Goal 3: Enhance the Agency's Long Term Financial Stability and Fiscal Management.

BACKGROUND:

SCAG executed the following Purchase Orders (PO's) between \$5,000 and \$200,000

<u>Vendor</u>	<u>PO Purpose</u>	<u>PO Amount</u>
PlanetBids, Inc.	FY14 Subscription Renewal for Vendor Database Management	\$11,000
KC's Mediterranean Grill	FY14 Meeting Provisions Services	\$10,000
IBM Corporation	FY14 Software License Renewal	\$5,202
City Fare, Inc.	FY14 Meeting Provisions Services	\$5,000

SCAG executed the following Contract between \$25,000 and \$200,000

<u>Consultant/Contract #</u>	<u>Contract's Purpose</u>	<u>Contract Amount</u>
N/A		

SCAG executed the Amendment between \$5,000 and \$74,999

<u>Consultant/Contract #</u>	<u>Amendment's Purpose</u>	<u>Amendment Amount</u>
N/A		

FISCAL IMPACT:

Funding is available in the FY 2013-14 budget.

ATTACHMENT:

None.

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DATE: November 7, 2013

TO: Executive Administration Committee (EAC)
Transportation Committee (TC)
Regional Council (RC)

FROM: Joann Africa, Chief Counsel, 213-236-1928, africa@scag.ca.gov
Philip Law, Manager of Transit/Rail, 213-236-1841, law@scag.ca.gov

SUBJECT: SCAG Comments on Proposed Federal Policy Guidance on Metropolitan Planning Organization (MPO) Representation of Transit Providers

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

For Information Only - No Action Required.

EXECUTIVE SUMMARY:

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) jointly issued proposed policy guidance on implementation of provisions of the Moving Ahead for Progress in the 21st Century Act (MAP-21) that require representation by providers of public transportation in each MPO that serves a transportation management area (TMA) by October 1, 2014. SCAG staff submitted comments to FHWA and FTA regarding the proposed guidance by the comment deadline of October 30, 2013. This report summarizes the policy guidance and SCAG comments.

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan; Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies; Objective a: Create and facilitate a collaborative and cooperative environment to produce forward thinking regional plans.

BACKGROUND:

MAP-21 establishes a performance management framework that facilitates performance-based planning and programming in order to increase accountability and transparency of the Federal-aid highway and transit programs and to improve project decision-making. As part of the performance management framework, MPOs are given new transit-related responsibilities to establish performance targets with respect to transit state of good repair and transit safety, and to address these targets in their Regional Transportation Plans (RTPs) and Transportation Improvement Programs (TIPs). Accordingly, MAP-21 seeks to better enable MPOs to define performance targets and develop RTPs and TIPs that support an intermodal transportation system by requiring representation by providers of public transportation in each MPO that serves an area designated as a TMA (defined as an urbanized area with a population of over 200,000 individuals as determined by the 2010 Census). SCAG supports the MAP-21 commitment to multi-modal transportation planning goals; our adopted 2012-2035 RTP/Sustainable Communities Strategy dedicates 47 percent of total expenditures, or roughly \$246 billion, towards transit and rail investments.

The FTA conducted an on-line dialogue on this new MAP-21 requirement in March 2013, providing a forum for MPOs, local elected officials, transit agencies, and the general public to provide input on the new

REPORT

requirement. SCAG staff participated in this on-line dialogue. Subsequently, on September 30, 2013, the FHWA and FTA jointly issued proposed policy guidance on MPO representation and sought comments by October 30, 2013. In summary, the guidance proposes the following:

- A “specifically designated representative” is a public transportation representative selected to serve on an MPO board;
- A specifically designated representative must be a provider of public transportation that operates in a TMA and is a direct recipient of the Urbanized Area Formula Funding (5307) program funds (see Table 2);
- A specifically designated representative should be an elected official or a direct representative employed by the agency being represented, such as a member of the agency’s board of directors or a senior transit agency official like a chief executive officer or a general manager;
- Specifically designated representatives will have equal decision-making rights and authorities as other MPO board members;
- MPOs should cooperate with providers of public transportation and the State to amend their metropolitan planning agreements to include the cooperative process for selecting the specifically designated representative(s) for inclusion on the MPO board and for identifying the representative’s role and responsibilities;
- To the extent that an MPO has bylaws, the MPO should, in consultation with transit providers, develop bylaws that describe the establishment of roles and responsibilities of the specifically designated representative.
- MPOs should cooperate with eligible providers to determine how the MPO will include representation, but are given flexibility in determining the most effective governance and institutional arrangements to best serve the interests of the metropolitan area. This is in recognition that large MPOs such as SCAG include numerous providers of public transportation, and it would not be practical to allocate separate representation to each provider of public transportation.

Staff consulted with fellow MPO’s within the state, the National Association of Regional Councils (NARC), County Transportation Commissions (CTCs), and local transit operators in the development of the attached comment letter. The comments reflect the agency’s position that SCAG’s current Board membership which includes representation of the CTCs satisfies the new MAP-21 requirement and SCAG should be able to designate one of the CTCs representatives as the transit representative for the region. With almost thirty (30) transit operators in the region, SCAG also urges FHWA and FTA to provide maximum flexibility to MPOs to address the new requirement.

Once FTA and FHWA issue final guidance, SCAG will work with the appropriate stakeholders and bring forward a recommendation on how to best implement the new rules.

FISCAL IMPACT:

Funding for SCAG staff’s work on the matter is included in FY 2013-14 OWP 800-0160.01.

ATTACHMENT:

SCAG comment letter submitted to U.S. Department of Transportation on Oct. 30, 2013.



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Keith Millhouse, Ventura County
Transportation Commission

October 29, 2013

Docket Management Facility
U.S. Department of Transportation
1200 New Jersey Avenue, SE
West Building, Ground Floor, Room W-12-140
Washington, DC 20590-0001

RE: Federal Transit Administration and Federal Highway Administration
[Docket Number FTA-2013-0029] – Proposed Policy Guidance on MPO
Representation by Providers of Public Transportation

Dear Sir or Madam:

The Southern California Association of Governments (SCAG) appreciates the opportunity to comment on the above referenced proposed policy guidance issued jointly by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA). SCAG is the metropolitan planning organization (MPO) representing six counties and 191 cities in Southern California.

At the outset, SCAG supports the commitment to multi-modal transportation planning goals, set forth under the Moving Ahead for Progress in the 21st Century Act (MAP-21, Pub. L 112-141). Specifically, SCAG supports MAP-21's establishment of a performance management framework that facilitates performance-based planning and programming in order to increase accountability and transparency of the Federal-aid highway and transit programs and to improve project decision-making. Accordingly, we acknowledge that MAP-21 and the proposed guidance seek to better enable MPOs to define performance targets and develop Regional Transportation Plans (RTPs) and Transportation Improvement Programs (TIPs) that support an intermodal transportation system by requiring representation by providers of public transportation in each MPO that serves an area designated as a TMA. However, it is SCAG's opinion that many MPOs already comply with this new requirement and are currently structured to ensure that the interests of transit providers are fairly represented in our planning and programming efforts. In addition, MPOs, including SCAG, have historically been strong advocates for public transportation. For example, SCAG's adopted 2012-2035 RTP/Sustainable Communities Strategy dedicates 47 percent of total expenditures, or roughly \$246 billion, towards transit and rail investments. We urge FTA and FHWA to take this into account and promulgate final guidance which will provide maximum flexibility for all MPOs to determine how best to satisfy the new requirement that is consistent with the spirit and intent of MAP-21.

SCAG's comments below are organized by section of the proposed guidance.

II - Specifically Designated Representatives

Summary of Proposed Guidance: MAP-21 requires that MPO Boards include officials of public agencies that administer or operate major modes of transportation “including representation by providers of public transportation” and the proposed guidance proposes that such representation be “specifically designated representatives.”

SCAG Comment:

The current membership of SCAG's governing board includes representation of the county transportation commissions (CTCs) in our region (four of which are transit operators, and all of whom are responsible for countywide multi-modal planning and programming in each of their respective counties). The representatives of the CTCs are elected officials who serve as voting members on our governing board. Thus, SCAG believes that this current structure meets the plain meaning of the language added in MAP-21 at Section 134 (d)(2) of Title 23, United States Code, to require that the MPO boards include “. . . representation by providers of public transportation” and each representative has ‘equal decision-making rights and authorities’ as required. Moreover, SCAG satisfies the new MAP-21 requirement in that the current board structure already allows for the interests of providers of public transportation to be represented, and provides opportunities for the CTCs representatives to express input from transit operators. This structure also supports the advancement of transit priorities and investment in our MPO planning and decision-making processes.

With respect to the proposal in the proposed guidance for “specifically designated representatives,” SCAG again encourages FTA and FHWA to provide MPOs with maximum flexibility to address the matter. SCAG is of the opinion that it can meet this requirement by identifying one of its CTCs representatives to act as the transit representative for the region. With over eighty (80) members, our governing board is already very large, and adding multiple members to represent additional transit operators would be a challenge and may not necessarily yield more effective results. We believe that we meet the spirit and intent of MAP-21 by having one of our CTC's representative designated to represent the interests of the transit providers in our region.

III – Providers of Public Transportation

Summary of Proposed Guidance: The proposed guidance proposes that providers of public transportation that operate in a TMA be direct recipients of Urbanized Area Formula Funding (5307) program funds.

SCAG Comment:

SCAG concurs with the proposal to limit the definition of “providers of public transportation” to transit providers that operate in a TMA and are direct recipients of 5307 funds. However, it should

be noted that given the size of the SCAG region, there are almost thirty (30) transit providers that meet this definition.

IV – Process for the Selection of Specifically Designated Representatives

Summary of Proposed Guidance: The guidance proposes that MPOs that serve an area designated as a TMA should cooperate with providers of public transportation and the State to amend their metropolitan planning agreements to include the cooperative process for selecting the specifically designated representative(s) for inclusion on the MPO board and for identifying the representative's role and responsibilities.

SCAG Comment:

While SCAG concurs that MPOs should cooperate and coordinate with providers of public transportation in addressing the new MAP-21 requirement, SCAG finds it is unnecessary to amend existing metropolitan planning agreements. There are almost 30 transit operators in the SCAG region to which the agency has cooperative agreements. While cooperative agreements are important tools for implementing federal policies at the local and regional level, requiring that MPO Board membership be determined and addressed in amended cooperative agreements is impractical and unnecessary if the MPO can address the matter by other cooperative means. SCAG encourages FTA and FHWA to not include this proposal in the final guidance. To the extent that FTA and FHWA elect to include this proposal in the final guidance, SCAG requests that the federal agencies maintain that this proposal for amending metropolitan planning agreements be permissive (i.e., “should”) and to provide MPOs with the flexibility to determine for itself the appropriate level of cooperation and coordination with providers of public transportation.

V – Role of the Specifically Designated Representative

Summary of Proposed Guidance: The guidance proposes that in consultation with transit providers, the MPO should develop bylaws that describe the establishment, roles, and responsibilities of the specifically designated representative and identify how such representatives will consider the needs of all transit providers and address issues for consideration by the full MPO.

SCAG Comment:

While SCAG concurs in general with the proposal and believes at this time that it can develop bylaws that describe the establishment, role and responsibility of the specifically designated representative, we urge FTA and FHWA again to give MPOs such as SCAG the flexibility in how it consults with transit providers. We also urge FTA and FHWA be flexible with the application of this proposal for those areas of the nation where developing bylaws is impractical and unnecessary.

VI – Restructuring MPOs to Include Representation by Providers of Public Transportation

Summary of Proposed Guidance: Federal law provides that an MPO may be restructured to meet MAP-21's representation requirement without having to secure the agreement of the Governor and

October 29, 2013

Page 4 of 4

local jurisdictions as part of the redesignation process. The proposed guidance also provides examples for MPOs with multiple transit providers to consider, including allocating a single board position to represent all operators, rotating the board position among all eligible providers, or providing all eligible providers with proportional representation.

SCAG Comment:

SCAG concurs that the new transit representation requirement under MAP-21 does not and should not trigger the federal MPO redesignation process. SCAG also reiterates its position as previously stated that the agency's existing board structure already satisfies the new requirement, and that with almost 30 transit providers in the SCAG region, restructuring the SCAG governing board by identifying one of the CTCs representatives to serve as the "specifically designated representative" would be an appropriate approach and is consistent with the example provided in the proposed guidance of having a single position represent the interests of the transit providers. We would only urge again that FTA and FHWA provide maximum flexibility to MPOs with multiple transit providers to determine how it practically coordinates with such transit providers in addressing the matter.

In conclusion, we thank FTA and FHWA for the opportunity to comment on the proposed guidance and for your consideration of SCAG's viewpoints. Should you have any questions regarding this letter, please contact Joann Africa, Chief Counsel, at (213) 236-1928 or africa@scag.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Hasan Ikhrata", with a stylized flourish at the end.

Hasan Ikhrata
Executive Director

HI:ja

DATE: November 7, 2013

TO: Executive/Administration Committee (EAC)
Regional Council (RC)
Community, Economic and Human Development Committee (CEHD)
Energy and Environment Committee (EEC)
Transportation Committee (TC)

FROM: Huasha Liu, Director of Land Use and Environmental Planning, (213) 236-1838

SUBJECT: Panel Discussion Regarding Climate Change

EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTION:

For Information Only - No Action Required.

EXECUTIVE SUMMARY:

At the request of the Regional Council members, SCAG invited a panel of speakers to present and discuss a wide range of views on global climate change and associated policy responses. This discussion is prompted by the recent release of the United Nations International Panel on Climate Change (IPCC) Fifth Assessment Report, which was released on September 26, 2013 in Stockholm, Sweden. The Joint Regional Council and Policy Committees' meeting will begin at 10:30 AM.

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies; and Goals

BACKGROUND:

On September 26, 2013 the IPCC released its Fifth Assessment Report on climate change concluding that the warming of the earth's climate is unequivocal and that human influence on warming is clear. At the same time, the State of California has clearly established policies related to climate change including AB 32 passed in 2006 and SB 375 passed in 2008 which creates direct requirements and responsibilities for SCAG to incorporate climate change considerations in transportation planning. The California Air Resources Board has recently released a draft AB 32 Scoping Plan Update which delineates the State's greenhouse gas emission reduction program by emitting sectors.

These recent actions have prompted interest and discussion on broad scientific and policy issues related to climate change. At the request of Regional Council members, SCAG has sought and invited speakers to present a broad range of viewpoints on the subject matter. The joint meeting of the Regional Council and Policy Committees will feature a panel discussion, followed by a brief question and answer period by the following speakers:

- **Dr. Louise Bedsworth, Governor's Office of Planning and Research:** Louise Bedsworth is the Deputy Director of the Governor's Office of Planning and Research (OPR). Prior to joining OPR in 2011, she was a Research Fellow at the Public Policy Institute of California where she focused on climate action at the local level; adaptation to

climate change; and transportation and air quality. She has also held positions at the Union of Concerned Scientists, Redefining Progress, and the International Institute for Applied Systems Analysis. Dr. Bedsworth served on the Advisory Council for the Bay Area Air Quality Management District from 2003 through 2011. She holds a BS in Earth, Atmospheric and Planetary Sciences from MIT; an MS in Environmental Engineering; and a PhD in Energy and Resources from UC Berkeley.

- **Warren Duffy, Founder, Duffy and Company:** A radio broadcaster and author. He has written a book *The Green Tsunami: A Tidal Wave of Eco-Babble Drowning Us All* and several articles on the subject of climate change, seeking to educate the public that the current environmental policies and programs can create negative economic impacts for California. Mr. Duffy and his wife formed two foundations focused on California-specific climate change policy issues - CFACTSoCal and Friends for Saving California Jobs. Mr. Duffy travels and speaks extensively on the topic.
- **Dr. Robert Lempert of the Rand Corporation:** A senior scientist at the RAND Corporation and Director of the Frederick S. Pardee Center for Longer Range Global Policy and the Future Human Condition. His research focuses on risk management and decision-making under conditions of deep uncertainty, with an emphasis on climate change, energy, and the environment. His research group assists agencies including the U.S. Bureau of Reclamation, the California Department of Water Resources, the Metropolitan Water District of Southern California, the Coastal Protection and Restoration Authority of Louisiana, and the World Bank incorporate climate change in their resource management plans. Dr. Lempert is a Fellow of the American Physical Society, a member of the Council on Foreign Relations, a lead author for Working Group II of the United Nation's Intergovernmental Panel on Climate Change (IPCC) Fifth Assessment Report, and a member of numerous study panels for the U.S. National Academies, including the Transportation Research Board's *Climate Change and U.S. Transportation*, and the National Research Council studies *America's Climate Choices* and *Informing Decisions in a Changing Climate*. Dr. Lempert was the Inaugural EADS Distinguished Visitor in Energy and Environment at the American Academy in Berlin. A Professor of Policy Analysis in the Pardee RAND Graduate School, Dr. Lempert is an author of the book *Shaping the Next One Hundred Years: New Methods for Quantitative, Longer-Term Policy Analysis*.

FISCAL IMPACT:

The costs to facilitate this panel discussion are included in the FY 13-14 OWP Budget.

ATTACHMENT:

[Presentations from guest speakers to be distributed under separate cover.]

DATE: November 7, 2013

TO: Executive/Administration Committee (EAC)
Regional Council (RC)
Community, Economic, and Human Development (CEHD) Committee
Energy and Environment Committee (EEC)
Transportation Committee (RC)

FROM: Hasan Ikhata, Executive Director, (213) 236-1944, ikhata@scag.ca.gov

SUBJECT: AB 32 Scoping Plan First Update - Discussion Draft for Public Review and Comment

EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTION:

Receive and File – No Action Required

EXECUTIVE SUMMARY:

On October 1, 2013, the California Air Resources Board (ARB) released the public discussion draft of the required update to the AB 32 Scoping Plan (Update). The draft Update highlights California's progress toward meeting the "near-term" 2020 GHG emission reduction goals defined in the initial Scoping Plan. It also evaluates how to align the State's "longer-term" GHG reduction strategies with other State policy priorities for water, waste, natural resources, clean energy, transportation, and land use. A public workshop was hosted by ARB on October 15, 2013. Future steps include a revised draft to be presented to the ARB at its December meeting and consideration of approval of the Update in Spring of 2014.

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan Goal #3 (Optimize Organizations Efficiency and Cultivate an Engaged Workforce), Objective c (Define the roles and responsibilities at all levels of the organization).

BACKGROUND:

AB 32 requires the Scoping Plan to be updated every five (5) years. The original Plan, first released in 2008, was developed on the principle that a balanced mix of strategies is the best way to cut emissions and grow California's economy in a clean and sustainable direction. The draft Update continues with the same approach and focuses on three (3) questions:

- How have we done over the past five years?
- What is needed to continue the prescribed course of action to 2020?
- What steps must California now take to meet the state's climate goals beyond 2020?

Specifically, the Update defines ARB's climate change priorities for the next five (5) years and sets the groundwork to reach post-2020 goals set forth in Executive Orders S-3-05 and B-16-2012. In addition to the statutory 2020 emissions target, Executive Order S-3-05 (06/01/2005) and Executive Order B-16-2012 (03/23/2012) establish long-term climate goals for California to reduce greenhouse gas (GHG) emissions to 80 percent below 1990 levels by 2050 (Executive Order B-16-2012 is specific to the transportation sector).

California's strategy to meet the goals of AB 32 is based on the continued implementation of adopted actions including Advanced Clean Cars; the 33% Renewables Portfolio Standard; statewide energy-efficiency initiatives; Cap-and-Trade; the Low Carbon Fuel Standard; and other programs. They are designed to achieve significant reductions of greenhouse gases in every sector of California's economy through improved energy efficiency and will provide consumers with cleaner fuel choices.

An important highlight of the draft Scoping Plan Update is the recommendation of a midterm 2030 AB 32 target be adopted to guide ongoing and future policy decisions and provide a clear market signal for continued investment in low-carbon technologies. A 2030 target was not in the original Scoping Plan or in the Executive Orders. The draft Update indicates that the State needs to help regions implement their Sustainable Communities Strategies (SCSs) and achieve the 2035 target emission reductions. It also says continued improvement in land use and transportation planning is necessary to meet the 2050 goal, but it does not change the regional SB375 targets or sets targets past 2035.

The draft Update recognizes the work Metropolitan Planning Organizations have done with the Regional Transportation Plan/Sustainable Communities Strategies (RTP/SCS), and includes a recommendation for the transportation and land use sectors to "support regional planning, local leadership, and implementation of adopted SCSs to help ensure that the expected GHG reductions are achieved."

Further, the Update indicates that technology will be a major strategy to reduce emissions from the transportation sector. The draft Update indicates that changing California's current transportation sector to one dominated by zero-emission vehicles, powered by electricity and hydrogen, is essential to meeting federal air quality standards and long-term climate goals, and seeks to dramatically improve vehicle energy efficiency, widespread electrification of on-road vehicles, and development of low carbon liquid fuels.

A public workshop regarding the Update was held on October 15, 2013. Future steps include a revised draft to be presented to the ARB at its December meeting and consideration of its approval in spring of 2014.

The discussion draft Scoping Plan may be accessed on-line at:
http://www.arb.ca.gov/cc/scopingplan/2013_update/discussion_draft.pdf

FISCAL IMPACT:

Activities related to AB 32 are included in the SCAG budget under 020.SCG00161.04 and 065.SCG02663.02.

ATTACHMENT:

AB 32 Update Discussion Draft – Executive Summary

**Climate Change Scoping Plan
First Update**

Discussion Draft for Public Review and Comment

October 2013

Pursuant to AB 32
The California Global Warming Solutions Act of 2006

Prepared by: California Air
Resources Board for the State
of California

Edmund G. Brown, Jr.
Governor

Matt Rodriquez
Secretary, California Environmental Protection Agency

Mary D. Nichols
Chairman, Air Resources Board

Richard W. Corey
Executive Officer, Air Resources Board

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Appendices

Appendix A: AB 32 Text

Appendix B: CEQA Environmental Assessment (under development and will be in final report)

Appendix C: Status of Scoping Plan Measures (under development and will be in final report)

Appendix D: Focus Group White Papers (under development and will be in final report)

Appendix E: AB 32 Environmental Justice Advisory Committee Initial Recommendations to Inform Development of the 2013 Update to the AB 32 Scoping Plan, August 6, 2013

EXECUTIVE SUMMARY

This document is the draft Update to the initial Scoping Plan, which was built on the principle that a balanced mix of strategies is the best way to cut emissions and grow the economy in a clean and sustainable direction. This Update, required by AB 32, the California Global Warming Solutions Act of 2006, continues with that approach and focuses on three key questions: How have we done over the past five years? What is needed to continue the prescribed course of action to 2020? And what steps must we take in the coming years to continue cutting emissions and growing the economy to meet our long-term climate goals?

California's plan for reducing emissions is comprised of strategies to encourage efficiency in the use of energy and resources, decarbonize our energy and fuel supply, and reduce our demand for greenhouse gas (GHG) emissions-intensive goods. This Update builds upon the initial Scoping Plan with new strategies and expanded measures. The Update identifies opportunities to leverage existing and new funds to drive GHG emission reductions through strategic planning and targeted program investments.

This Update was developed by ARB in collaboration with the Climate Action Team and reflects the input and expertise of a range of state and local government agencies. The Update also reflects public input and recommendations from business, environmental, environmental justice, and community-based organizations. This draft initially will be presented to the Air Resources Board at its October 2013 public meeting.

Progress to Date: A Transformation Under Way

California is on track to meet the goals of AB 32, which envisioned a more efficient California with a vibrant clean economy and attractive investment opportunities. To this end, the State has implemented a comprehensive suite of strategies across sectors that are moving California toward a clean energy future.

Cleaner and More Efficient Energy

California has made tremendous strides in harnessing its abundant renewable energy resources. Currently, about 23 percent of the State's electricity comes from renewable resources. This will increase to at least 33 percent by 2020 under new requirements set in place by Governor Brown in 2011. Renewable energy is rapidly coming down in cost and is already cost-effective in California for millions of homes and businesses, and in certain utility applications. Once thought of as exotic and alternative, renewable energy technologies have now become an integral part of California's energy mix.

California also continues to be a global leader in energy efficiency. Since energy efficiency efforts began 40 years ago, Californians have saved \$74 billion in reduced electricity costs. New green building standards now in effect for homes and businesses, and new standards for appliances, are also continuing to drive ever-greater efficiency

Executive Summary

gains. For example, over the next 10 years more efficient televisions and other “plug loads” will save enough energy to power more than one million homes.

Cleaner Transportation

California has taken a number of innovative actions to cut emissions from the transportation sector.

California’s Low Carbon Fuel Standard (LCFS) is beginning to drive the production of a broad array of cleaner fuels. Since its launch in 2011, the regulation has generated a multitude of unique approaches for cleaner fuels. The LCFS has helped to displace 2 billion gallons of gasoline and diesel; the equivalent of taking half a million vehicles off the road. Companies in California and elsewhere are rising to the challenge by finding innovative ways to produce cleaner, low carbon fuels.

The cars on California’s roads are also undergoing a transformation. California’s first GHG vehicle standards, adopted in 2004, are delivering both carbon dioxide (CO₂) reductions and savings at the pump. Now the federal GHG emissions standard, California’s policies paved the way to deliver these benefits nationwide. The transition to a fleet of lower-emitting, more-efficient vehicles in California will continue beyond 2020 as the result of a package of advanced clean car regulations adopted by ARB in 2012, covering model years 2017–2025. These regulations will ultimately drive down GHG emissions by about half, compared to today’s average vehicle.

California’s pioneering zero emission vehicle (ZEV) regulation is also driving a transformation of the fleet. As a result of ARB’s 2012 ZEV program and Governor Brown’s Executive Order B-16-12, California will see 1.5 million zero emission vehicles on the state’s roads by 2025. Each day, more and more zero emission vehicles and cleaner, more efficient cars are driving on our streets and highways—visible signs of the transformation of California’s transportation sector.

California is also making major strides toward reducing the number of miles vehicles are driven, through more sustainable transportation, land use, and housing planning. The state is leading those efforts with programs and plans that encourage a change in land use patterns and a shift to cleaner modes of transportation, including expanded transit, passenger rail, and high-speed rail service. To date, seven Metropolitan Planning Organizations have adopted Sustainable Community Strategies. In addition to helping drive GHG reductions, these plans will help create more livable communities that offer greater housing and transportation options; improved access to resources and services; safer, more vibrant neighborhoods; and healthier lifestyles where people can live, work, and play without having to get into a car.

Cap-and-Trade Program

Last year, California successfully launched the most comprehensive Cap-and-Trade Program in the world. As the cap is gradually reduced over time, this program will play a key role in ensuring that California remains on track to meet its 2020 reduction target,

and will play an important role in achieving cost-effective reductions beyond 2020. The program is also sending a clear signal to California businesses that investment in clean, low carbon technologies will be rewarded.

In 2014, California will link its Cap-and-Trade Program with Québec's. By demonstrating one way to link cap-and-trade programs and increase opportunities for emission reductions, this linkage will represent another important step in California's efforts to collaborate with other partners to address climate change.

Facing the Future

Despite the progress CA has made, it is clearer than ever that additional action to cut greenhouse gas emissions is needed. Scientific evidence indicates that global emissions must be reduced 80 percent below 1990 levels by 2050 to achieve climate stabilization. Reaching this goal will require California to accelerate the pace of emission reductions that we achieve over the coming decades.

A midterm target should be adopted that will drive continued progress toward meeting the 2050 goal. A target that reflects the scientifically-based level of emission reductions the state needs to achieve by 2030 will help guide ongoing and future policy decisions and provide a clear market signal for continued investment in low-carbon technologies.

The actions we have already taken provide a solid foundation to build from. However, reaching our longer-term targets will require continued commitment to changing how we generate, transmit, and consume electricity; how we transport people and goods throughout our state; how we plan, design, and build our communities; the way we use water, energy, and other resources in our homes, businesses, and industries; and how we manage and protect our natural and working lands.

As we continue this transformation, we must work to ensure our efforts simultaneously support a healthy economy, improve air quality, and protect and improve public health—especially for our most vulnerable communities. And we must do so in the face of a growing population, while simultaneously adapting to the climate change impacts we are already facing. This will require careful coordination among policymakers at all levels of government.

Meeting these challenges will not be easy, but failing to continue on the current path to reduce emissions will have grave consequences. Increasingly dangerous heat waves, more frequent and prolonged drought, diminished snowpack, continued sea level rise, extreme wildfires—and the devastating economic impacts associated with these changes—are some of the realities California will continue to face from unchecked climate change.

While California is working aggressively to reduce its GHG emissions, we recognize that climate change is a global problem with global impacts. The reality is that California alone cannot effectively avert the impacts of global climate change. California will need

to continue to be a global leader in addressing climate change, helping drive critically needed actions in other states, provinces, and nations around the world.

Meeting the Challenge Ahead

This Update charts the path that California must continue to take in a number of key sectors to steadily drive down GHG emissions as we approach 2020 and begin to look further into the future.

The sectors highlighted in this Update comprise the majority of California's economy. Each sector provides unique opportunities to achieve emission reductions while achieving long-term economic and environmental sustainability. Important interconnections among the sectors exist and can be seized upon to produce synergistic approaches to cutting emissions.

Energy

California's energy sector is responsible for about 40 percent of the GHG inventory. California has already identified numerous opportunities to reduce emissions in this sector, through efficiency, decarbonization, and conservation. The Update details a strategy to continue efficiency improvements through new small appliance standards; increased use of renewable electricity generation; increased distributed efficient generation sources, including expanded combined heat and power (CHP) generation; and a commitment to zero net energy homes and commercial buildings.

Looking beyond 2020, California will need to continue to transform the energy sector with wholesale changes to its current electricity and natural gas systems. Developing a near zero emission strategy for the energy sector will require efficient next-generation technology; vast new low carbon generation resources; a robust transmission and distribution infrastructure; and carbon capture, utilization, and sequestration for the remaining fossil generation.

Transportation, Land Use, Fuels, and Infrastructure

The transportation sector is the largest source of GHG emissions in California. It is also the primary source of smog-forming and toxic air pollution. Changing California's transportation sector to one dominated by zero emission vehicles, powered by electricity and hydrogen, is essential to meeting federal air quality standards and long-term climate goals. Achieving the 2050 target will require dramatically improving vehicle energy efficiency, widespread electrification of on-road vehicles, development of low carbon liquid fuels, and smarter, more integrated land use planning and development.

Agriculture

The agriculture sector is a key economic driver for California. The state provides food to support local, national, and global populations. There are a range of opportunities to achieve emission reductions in the sector in ways that will enhance the long-term sustainability of the state's valuable agricultural resources. To provide a foundation for

Executive Summary

taking action to cut emissions in the agriculture sector, it will be necessary to develop a comprehensive plan that identifies potential reduction goals, emission reduction and sequestration opportunities, and needs for additional research and incentives.

Water

As the lifeblood of our state, water serves a range of critical purposes in California. To ensure this precious resource is managed as effectively as possible, the state needs to employ a range of creative approaches that will cut GHG emissions, maximize efficiency and conservation, and enhance water quality and supply reliability, while also addressing growing climate adaptation needs.

A greater focus on integrated policy design in the water sector is needed as California implements strategies that will support our state's longer-term climate goals. State policy and regulatory frameworks must be developed that allow for and incentivize effective regional integrated planning and implementation. Pricing policies will also need to be utilized to maximize efficiency and conservation efforts in the water sector.

Waste

California's goal of reaching 75 percent recycling and composting by 2020 provides an opportunity to achieve substantial GHG reductions across the waste sector, while providing other significant economic and environmental co-benefits. Much of what is traditionally considered "waste" can be a resource for other uses. California must take advantage of waste materials to generate energy to power our homes and cars, and to improve our working lands.

The primary source of GHG emissions from the waste sector is the direct emission of methane from the decomposition of organic material in landfills. The waste sector plan will provide a new organics management approach for California that will divert this material to minimize emissions at landfills and provide feedstock for critically needed alternatives to agricultural amendments and for low carbon fuel manufacturing.

Achieving the 75 percent goal will require substantial growth in the collection, recycling, and manufacturing industries within California. This Update sets forth a series of actions to support this industrial growth, including the State's procurement of recycled-content products, and calls on California to manage its waste at home. Developing this industry here helps ensure that the GHG emission reductions, environmental co-benefits, and job growth all benefit California.

Natural and Working Lands

Three-quarters of California's landmass is comprised of natural and working lands, such as forests, rangelands, and wetlands. These lands provide a multitude of economic and environmental benefits. They will also play an increasingly important role in California's efforts to prepare for and adapt to the impacts of climate change.

Executive Summary

California needs a comprehensive strategy to protect, manage, and conserve these lands in ways that maximize opportunities to achieve GHG reductions and carbon sequestration. A “Forest Carbon Plan” should be developed to describe the actions necessary to ensure that California’s forests are managed to optimize emission reduction and sequestration opportunities.

Short-lived Climate Pollutants

Over the past several decades, California’s actions to improve air quality and protect public health have resulted in significant reductions in short-lived climate pollutants (SLCP) like black carbon, methane, and hydrofluorocarbons. Though these pollutants remain in the atmosphere for relatively short lifetimes compared to carbon dioxide, they have an outsized contribution to warming relative to their concentrations and are key ingredients in the formation harmful air contaminants. In addition to furthering goals to protect public health, actions to cut SLCPs can deliver immediate benefits to California’s climate.

California needs to build on its progress of reducing SLCPs by taking a comprehensive approach to further cutting these emissions, particularly where efforts will result in air quality and public health co-benefits. In addition to pursuing existing strategies already under way, ARB will develop a short-lived climate pollutant strategy by 2016 that will include an inventory of sources and emissions, the identification of research gaps, and a plan for developing necessary control measures.

Courage, Creativity, and Boldness

Climate change has presented us with unprecedented challenges—challenges that cannot be met with traditional ways of thinking or conventional solutions. As Governor Brown has recognized, meeting the challenge of climate change will require “courage, creativity, and boldness.” It will require California to continue to lead the world in pioneering bold and creative strategies to create a cleaner, more sustainable economy. It will depend on continuing to partner and collaborate with other state, national, and global leaders as we work toward common goals. And it will require the engagement of California’s citizens in creating and supporting low carbon, high-quality lifestyles.

We are on the right path. Our actions are driving down GHG emissions; spurring innovation across a range of clean and advanced technology sectors; improving the air Californians breathe; and creating more livable communities. By continuing down this path, California will do its part to meet the challenge of global climate change, and in the process, continue to build the clean, sustainable future all Californians deserve.

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REPORT

DATE: November 7, 2013

TO: Executive/Administration Committee (EAC)
Regional Council (RC)

FROM: Basil Panas, Chief Financial Officer; (213) 236-1817; panas@scag.ca.gov

SUBJECT: CFO Monthly Report

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

For Information Only-No Action Required.

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan Goal, 3: Enhance the Agency's Long Term Financial Stability and Fiscal Management.

AUDITS

SCAG's external independent auditor, Vasquez and Co., LLP, completed the audit fieldwork and is preparing a preliminary audit report which will be presented to the Audit Committee on December 4, 2013. The final audit report will go to the Regional Council in January 2014.

MEMBERSHIP DUES

Through October 14, 2013, 84.5% of SCAG member cities renewed their membership. This represents 87.4% of the membership dues assessment, while 15.5% are pending renewal.

BUDGET & GRANTS (B&G):

The development of the Fiscal Year (FY) 2014-15 budget is underway. Budget & Grants (B&G) department staff held budget training workshops with the planning staff. Meetings were also held with various managers to discuss the indirect cost budget.

SCAG staff is currently preparing Memorandum of Understanding (MOUs) with subrecipients to administer the Fiscal Year 2013-14 Caltrans Transportation Planning Grant Program (Section 5304 funds).

B&G staff completed Amendment 2 to SCAG's FY 2013-14 OWP.

In coordination with SCAG staff, Evan Brooks and Associates (Consultant) is currently developing a list of grant opportunities relevant to the Sustainability program. The list of grant opportunities will be available in November for SCAG to actively pursue all eligible grants.

CONTRACTS:

In September 2013, the Contracts Department issued two (2) Requests for Proposals; awarded two (2) contracts; issued four (4) contract amendments; and issued eighty (80) Purchase Orders to support ongoing business and enterprise operations. Staff also administered sixty-four (64) consultant contracts.

ATTACHMENT: September CFO Monthly Status Report



SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS

Office of the Chief Financial Officer

Monthly Status Report

SEPTEMBER 2013



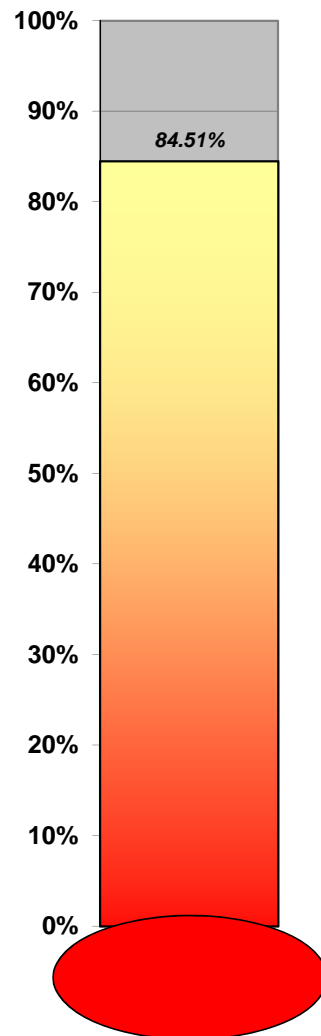
OVERVIEW

As of October 14, 2013, 167 cities have renewed their membership, leaving 21 yet to renew. There are three (3) cities in the SCAG region who are still being recruited for membership.

SUMMARY

FY14 Membership Dues	<u>\$ 1,857,847.00</u>
Total Collected	<u>\$ 1,570,070.00</u>
Percentage Collected	<u>84.51%</u>

FY14 Membership Dues Collected

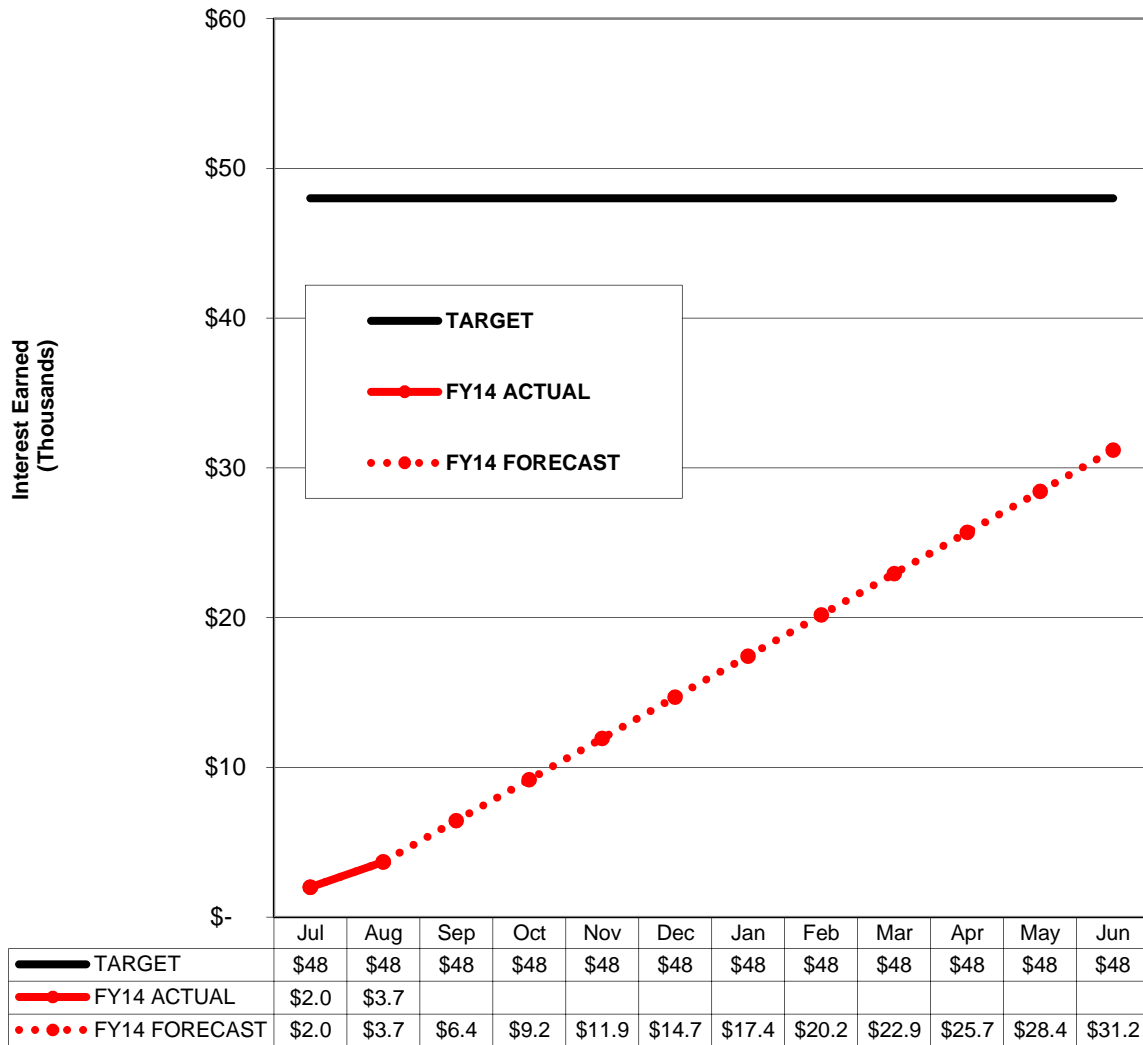


Office of the CFO
Interest Earnings Variance



**SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS**

INTEREST EARNINGS VARIANCE



OVERVIEW

Actual interest income is plotted against the target amount. The amount earned through August was \$3,683. The LA County Pool earned 0.66% in August.

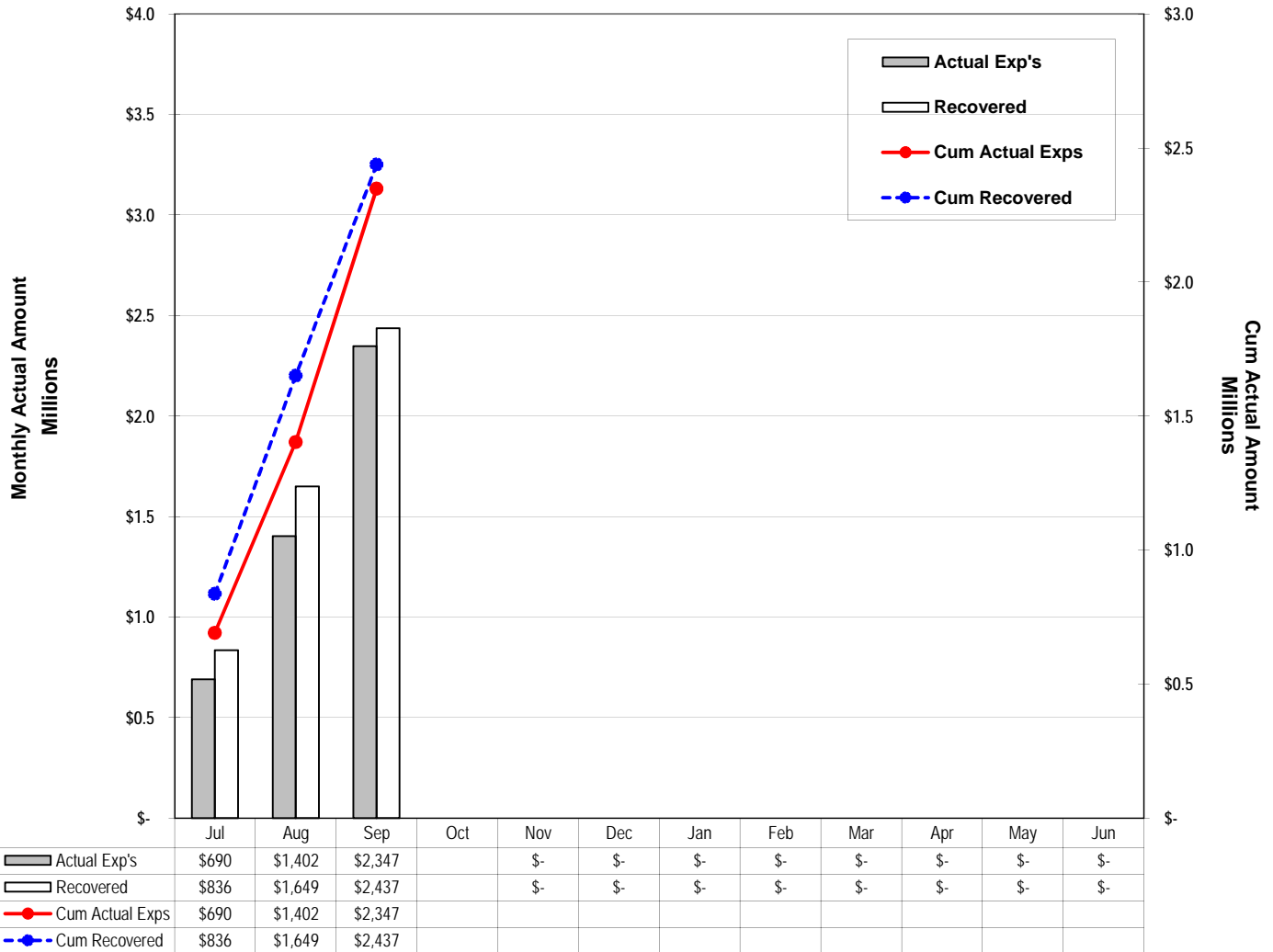
SUMMARY

The amount projected for FY14 is \$31,183, which is \$16,817 less than the target.



**SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS**

FY14 INDIRECT COST & RECOVERY



OVERVIEW

A comparison of Indirect Cost (IC), incurred by SCAG vs. IC recovered from SCAG's grants.

SUMMARY

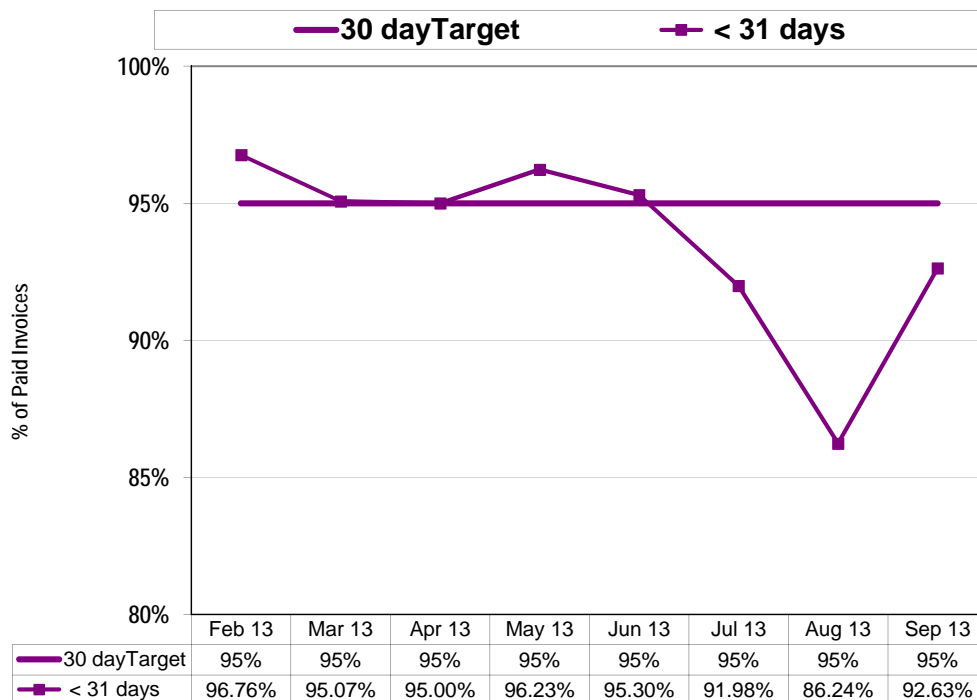
Through September 2013, SCAG was over-recovered by \$90,176. This was because the Indirect Cost budget was underspent.

Office of the CFO
Invoice Aging



SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS

INVOICE AGING



OVERVIEW

The percent of total invoices paid within 30 days. The target is to pay 95% of all invoices within 30 days. This goal was not met.

SUMMARY

92.63% of September 2013's payments were made within 30 days of invoice receipt.

At month-end, 13 invoices remained unpaid less than 30 days.

Actual

OVERVIEW

The percent of total invoices paid within 60 and 90 days. The target is to pay 98% of invoices within 60 days and 100% within 90 days.

SUMMARY

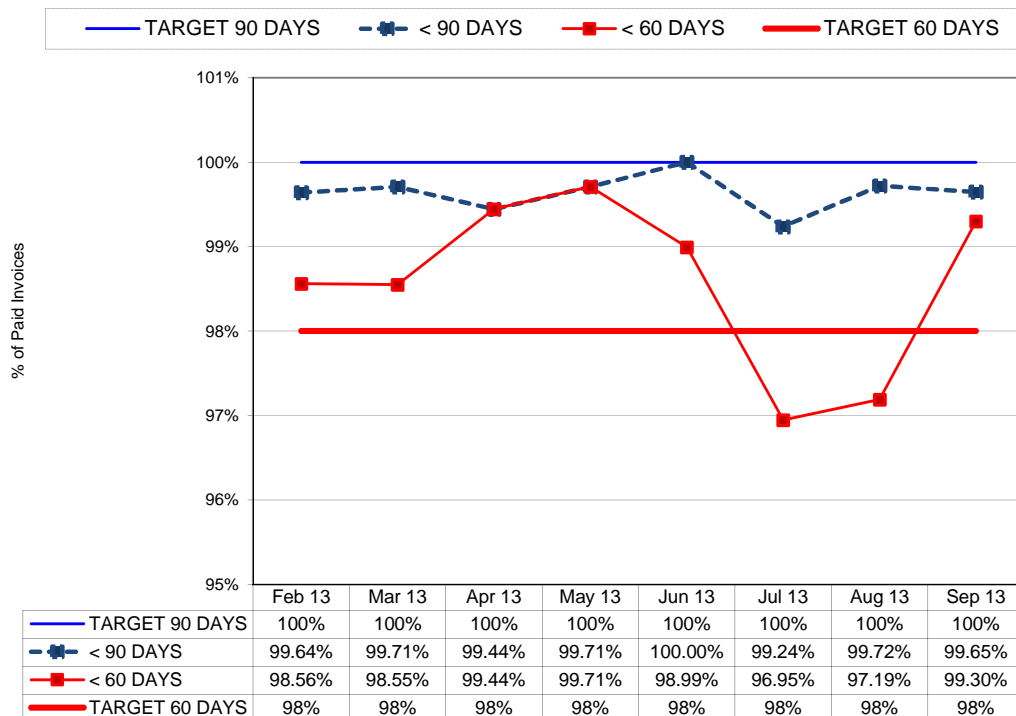
These goals were partially met during this period.

99.30% of September 2013's payments were within 60 days of invoice receipt and 99.65% within 90 days. Invoices unpaid 30-60 days totaled 11; 60-90 days: 1; >90 days: 0.



SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS

INVOICE AGING



Office of the CFO
Consolidated Balance Sheet

	8/31/2013	9/30/2013	Incr (decr) to equity	COMMENTS
Cash at Bank of the West	\$ 3,569,552	\$ 2,584,645		
LA County Investment Pool	\$ 6,572,862	\$ 6,572,862		
Cash & Investments	\$ 10,142,414	\$ 9,157,507	\$ (984,907)	More cash is tied up in AR
Accounts Receivable	\$ 5,596,954	\$ 7,198,199	\$ 1,601,245	Billing activity has increased
Fixed Assets - Net Book Value	\$ 687,279	\$ 687,279	\$ -	No change
Total Assets	\$ 16,426,647	\$ 17,042,985	\$ 616,338	
Accounts Payable	\$ (96,921)	\$ (408,371)	\$ (311,450)	Vendor invoice activity has increased
Employee-related Liabilities	\$ (253,584)	\$ (297,188)	\$ (43,605)	Minimal change
Other Current Assets	\$ (681,702)	\$ (719,373)	\$ (37,671)	Minimal change
Deferred Revenue	\$ (624,488)	\$ (615,853)	\$ 8,635	Minimal change
Total Liabilities and Deferred Revenue	\$ (1,656,694)	\$ (2,040,785)	\$ (384,091)	
Fund Balance	\$ 14,769,953	\$ 15,002,200	\$ 232,248	
-				
WORKING CAPITAL				
	8/31/2013	9/30/2013	Incr (decr) to working capital	
Cash	\$ 10,142,414	\$ 9,157,507	\$ (984,907)	
Accounts Receivable	\$ 5,596,954	\$ 7,198,199	\$ 1,601,245	
Accounts Payable	\$ (96,921)	\$ (408,371)	\$ (311,450)	
Employee-related Liabilities	\$ (253,584)	\$ (297,188)	\$ (43,605)	
Working Capital	\$ 15,388,864	\$ 15,650,147	\$ 261,284	

Office of the CFO
Fiscal Year-To-Date Expenditure Report Through September 30, 2013



**SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS**

COMPREHENSIVE BUDGET

		Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	Staff & Allocated Fringe Benefits	149,472	149,472	73,940		75,532	49.5%
2	51001 Allocated Indirect Costs	130,526	130,526	64,476		66,050	49.4%
3	54300 SCAG Consultants	324,000	324,000	19,124	226,755	78,122	5.9%
4	54340 Legal costs	25,000	25,000	6,000	19,000	0	24.0%
5	54350 Professional Services	120,000	120,000	-	4,800	115,200	0.0%
6	55441 Payroll, bank fees	13,000	13,000	612		12,388	4.7%
7	55510 Office Supplies		15,000	3,545	0	11,455	23.6%
8	55600 SCAG Memberships	135,300	115,300	76		115,224	0.1%
9	55610 Professional Membership		20,000	4,107	0	15,893	20.5%
10	55730 Capital Outlay	677,106	677,106	-		677,106	0.0%
11	55860 Scholarships		14,000	8,000		6,000	57.1%
12	55910 RC/Committee Meetings	50,000	15,000	-	3,353	11,647	0.0%
13	55914 RC General Assembly	330,000	330,000	15,000	263,602	51,398	4.5%
16	55916 Economic Summit	-	35,000	5,000	30,000	0	14.3%
17	55920 Other Meeting Expense	90,000	90,000	16,342	41,230	32,428	18.2%
18	55930 Miscellaneous other	319,374	290,374	3,415	15,934	271,025	1.2%
19	55940 Stipend - RC Meetings	180,000	180,000	31,660	0	148,340	17.6%
20	55972 Rapid Pay Fees	975	975	-		975	0.0%
21	56100 Printing	6,000	6,000	898	5,102	0	15.0%
22	58100 Travel - outside SCAG region	37,200	37,200	2,534	0	34,666	6.8%
23	58101 Travel - local	21,100	21,100	823	0	20,277	3.9%
24	58110 Mileage - local	14,000	14,000	2,328	0	11,672	16.6%
25	58150 Staff Lodging Expense	3,500	3,500	-		3,500	0.0%
26	58800 RC Sponsorships	66,400	66,400	12,500		53,900	18.8%
27	Total General Fund	2,692,953	2,692,953	270,380	609,775	1,812,798	10.0%
28				-			
29	Staff & Fringe Benefits	12,164,400	12,164,400	2,721,279		9,443,121	22.4%
30	51001 Allocated Indirect Costs	10,622,486	10,622,486	2,372,955		8,249,531	22.3%
31	54300 SCAG Consultants	11,818,643	11,818,643	288,407	10,126,460	1,403,776	2.4%
32	54350 Professional Services	889,000	889,000	73,139	391,335	424,526	8.2%
33	55210 Software Support	188,059	188,059	140,660	3,669	43,730	74.8%
34	55220 Hardware Support	120,000	120,000	146	16,130	103,724	0.1%
35	55280 Third Party Contribution	3,170,438	3,170,438	-	126,397	3,044,041	0.0%
36	55520 Graphic Supplies	30,000	30,000	1,465	2,650	25,885	4.9%
37	55620 Resource Materials - subscrib	205,000	205,000	34,006	28,848	142,146	16.6%
38	55810 Public Notices	28,000	28,000	-		28,000	0.0%
39	55830 Conference - Registration	10,500	10,500	100	2,725	7,675	1.0%
40	55920 Other Meeting Expense	96,000	96,000	229		95,771	0.2%
41	55930 Miscellaneous - other	135,953	135,953	-	14,835	121,118	0.0%
42	56100 Printing	105,000	105,000	-	0	105,000	0.0%
43	58100 Travel	170,700	170,700	14,305		156,395	8.4%
44	Total OWP	39,754,179	39,754,179	5,646,691	10,713,049	23,394,439	14.2%
45				-			
46	Comprehensive Budget	42,447,132	42,447,132	5,917,071	11,322,824	25,207,237	13.9%

Office of the CFO

Fiscal Year-To-Date Expenditure Report Through September 30, 2013

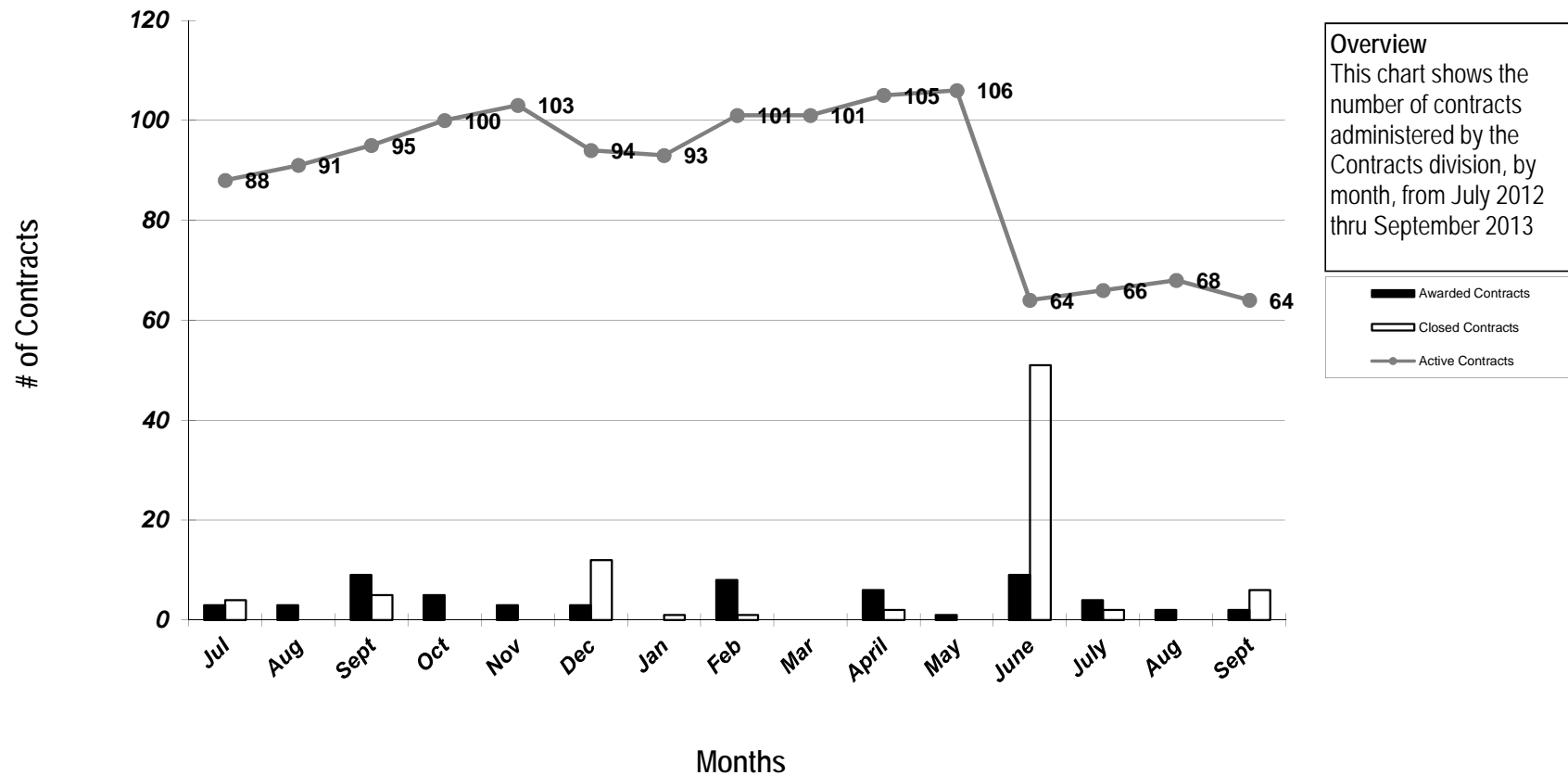


INDIRECT COST EXPENDITURES

			Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	50010	Regular Staff	3,435,840	3,434,636	788,468		2,646,168	23.0%
2	50013	Regular OT	-	1,204	1,204		0	100.0%
3	50014	Interns, Temps, Annuit	20,000	20,000	5,431		14,569	27.2%
4	51000	Allocated Fringe Benefits	2,407,072	2,407,072	563,097		1,843,975	23.4%
5	54300	SCAG Consultants	117,271	114,136	8,166	105,971	0	7.2%
6	54340	Legal	150,000	150,000	4,892	123,303	21,805	3.3%
7	54350	Prof Svcs	1,498,594	1,498,594	93,664	862,719	542,211	6.3%
8	55210	Software Support	343,305	332,585	212,983	115,924	3,678	64.0%
9	55220	Hardware Supp	98,512	98,512	26,779	30,147	41,586	27.2%
10	55230	Computer Maintenance		7,660	7,660	0	0	100.0%
11	55240	Repair & Maint Non-IT	20,000	20,000	8,893	11,107	0	44.5%
12	55270	Software Purchases	-	3,060	3,060		0	100.0%
13	55400	Office Rent 818 Offices	1,582,877	1,582,877	381,229	1,074,284	127,364	24.1%
14	55410	Office Rent Satellite	220,328	220,328	36,332	183,996	0	16.5%
15	55420	Equip Leases	117,979	117,979	17,413	95,515	5,051	14.8%
16	55430	Equip Repairs & Maint	35,000	35,000	7,790	27,210	0	22.3%
17	55440	Insurance *	(126,622)	(126,622)	43,335	1,216	(84,503)	-34.2%
18	55441	Payroll / Bank Fees	10,000	10,000	1,840		8,160	18.4%
19	55460	Mater & Equip < \$5,000	93,600	93,600	4,355	17,288	71,957	4.7%
20	55510	Office Supplies	130,000	126,610	18,488	108,122	0	14.6%
21	55520	Graphic Supplies	-	1,465	-	870	595	0.0%
22	55530	Telephone	184,800	184,800	53,748	131,053	0	29.1%
23	55540	Postage	20,000	20,000	-	200	19,800	0.0%
24	55550	Delivery Services	8,500	8,500	1,010	7,489	0	11.9%
25	55600	SCAG Memberships	-	6,525	6,525		0	100.0%
26	55610	Prof Memberships	1,850	1,850	180	75	1,595	9.7%
27	55620	Res Mats/Subscrip	36,200	36,200	13,487	3,663	19,050	37.3%
28	55700	Deprec - Furn & Fixt	43,700	43,700	-		43,700	0.0%
29	55710	Deprec - Computer Equipment	95,000	95,000	-		95,000	0.0%
30	55720	Amortiz - Leasehold Improvements	5,300	5,300	-		5,300	0.0%
31	55800	Recruitment Notices	10,000	10,000	392	5,001	4,607	3.9%
32	55801	Recruitment - other	22,000	22,000	9,646	12,354	0	43.8%
33	55810	Public Notices	25,000	23,535	-	320	23,215	0.0%
34	55820	Training	65,000	65,000	20,859	44,141	0	32.1%
35	55830	Conference/workshops	25,850	25,850	-		25,850	0.0%
36	55920	Other Mtg Exp	1,200	1,200	314		886	26.2%
37	55930	Miscellaneous - other	13,500	13,500	76	13,424	0	0.6%
38	55950	Temp Help	23,500	23,500	662	22,838	0	2.8%
39	56100	Printing	7,500	7,500	132	7,368	0	1.8%
40	58100	Travel - Outside	91,850	91,850	126		91,724	0.1%
41	58101	Travel - Local	9,950	9,950	579		9,371	5.8%
42	58110	Mileage - Local	40,375	40,375	4,202		36,173	10.4%
43	58150	Staff lodging Expense	3,000	3,000	-		3,000	0.0%
44	58450	Fleet Vehicle	6,500	6,500	239	6,261	0	3.7%
45	Total Indirect Cost		10,894,331	10,894,331	2,347,255	3,011,859	5,535,216	21.5%

* Negative budget reflects the refund that SCAG earned from CalJPIA. The refund itself was booked in FY13 in the Accounting records

SCAG Contracts (Year to Date)



Summary

The chart shows that the Contract Division is managing 64 active consultant contracts. Nineteen of these are Cost Plus Fixed Fee contracts, 13 are fixed price contracts, and the remaining 32 are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). The Contracts Department anticipates issuing approximately seventy (70) contracts during FY 2013/14. Note, due to the nature of SCAG's work, the majority of SCAG contracts have a one year term and end on June 30th each year.



GROUPS	Authorized Positions	Filled Positions	Vacant Positions
Executive	5	4	1
Legal	2	2	0
Strategy, Policy & Public Affairs	19	17	2
Administration	41	39	2
Planning & Programs	66	57	9
Total	133	119	14

OTHER POSITIONS

GROUPS	Limited Term Positions	Temp Positions	Agency Temps
Executive	0	0	0
Legal	0	0	0
Strategy, Policy & Public Affairs	0	2	0
Administration	2	0	0
Planning & Programs	0	13	0
Total	2	15	0